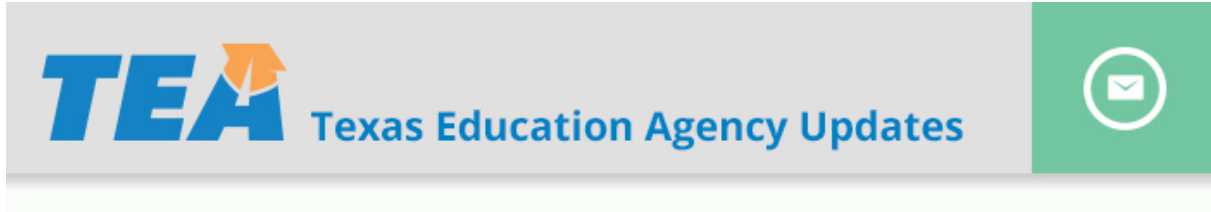


From: Texas Education Agency TXTEA@public.govdelivery.com
Subject: Instructional Materials Communication
Date: June 5, 2017 at 9:41 AM
To: textbook@texas.net



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Greetings, Instructional Materials Bulletin Members. Topics included in this bulletin:

- Revised 19 TAC Chapter 66 AA, BB, and CC
- Changes and Reminders for Allowable IMA Expenses
- Disbursement Request Information Form
- Sale or Disposal of Instructional Materials
- High Enrollment Growth

Revised 19 TAC Chapter 66 AA, BB, and CC

New revised 19 Texas Administrative Code (TAC) Chapter 66 AA–CC rules are currently in effect. The revised rules can be accessed at <http://ritter.tea.state.tx.us/rules/tac/chapter066/>.

Changes and Reminders for Allowable IMA Expenses

With the revision of TAC Chapter 66 rules, the agency has determined that some disbursement requests that have been previously approved may not actually be allowed and some things previously not approved may be allowable. Recent decisions have been made by the agency on the following items:

- Based on the definition of instructional materials, online dual-credit tuition is allowable.
- The portion of learning management systems (LMSs) that are used to provide access to instructional materials are allowable. Districts will need to determine what that portion is.
- The portion of single-sign-on services that are used to provide access to instructional materials are allowable. Districts will need to determine what that portion is.
- Inventory and tracking software is not allowable.
- Student information systems (SISs) are not allowable.

Disbursement Request Information Form

In an effort to improve disbursement approval turn-around time, TEA has created a new disbursement request information form. This form can be used prior to submitting a disbursement request to help you determine whether your request is likely to be approved. It can also be used after you have submitted a disbursement request if we have questions about the request. The form should be available soon, so watch for additional information.

Sale or Disposal of Instructional Materials

On September 1, 2011, all instructional materials in district inventory became district property. Districts are required to maintain an accurate inventory and must complete the TEX-012 Inventory Adjustment to report state-adopted materials that are lost, damaged, destroyed, sold, or otherwise disposed of. TEA will remove the materials from the district EMAT inventory once the submission is received. Districts are not required to report the loss or sale of non-adopted materials (including out-of-adoption materials) or materials purchased through the disbursement process. The TEX-012 is available through the Lost/Damage/Destroyed link on your EMAT start page. The Sale or Disposal Notification form is no longer required.

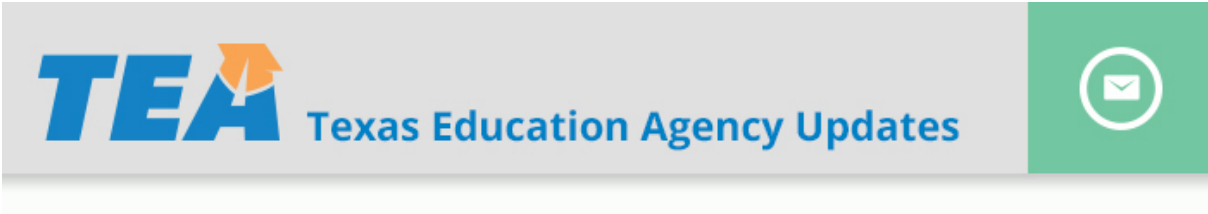
High Enrollment Growth

As a result of changes to administrative rules, districts and charter schools will no longer need to apply for a high-enrollment-growth adjustment. TEA will make these adjustments automatically based on actual enrollment growth and available funding. Once new PEIMS snapshot data is confirmed (February of each year), the districts/charters with the highest growth will receive an adjustment to their IMAs. Administrative rules governing these adjustments can be found at <http://ritter.tea.state.tx.us/rules/tac/chapter066/ch066cc.html#66.1309>.

Thank you for your commitment to serving Texas students.

Distribution and Accessibility Staff, Instructional Materials Division,
instructional.materials@tea.texas.gov, (512) 463-9601

From: Texas Education Agency TXTEA@public.govdelivery.com
Subject: Instructional Materials Communication (Updated)
Date: June 8, 2017 at 4:00 PM
To: textbook@texas.net



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Greetings, Instructional Materials Bulletin Members. Topics included in this bulletin:

- Revised 19 TAC Chapter 66 AA, BB, and CC
- Changes and Reminders for Allowable IMA Expenses (**Updated**)
- Disbursement Request Information Form
- Sale or Disposal of Instructional Materials
- High Enrollment Growth

Revised 19 TAC Chapter 66 AA, BB, and CC

New revised 19 Texas Administrative Code (TAC) Chapter 66 AA–CC rules are currently in effect. The revised rules can be accessed at <http://ritter.tea.state.tx.us/rules/tac/chapter066/>.

Changes and Reminders for Allowable IMA Expenses

With the revision of TAC Chapter 66 rules, the agency has determined that some disbursement requests that have been previously approved may not actually be allowable and some things previously not approved may be allowable. Recent decisions have been made by the agency on the following items:

- Based on the definition of instructional materials, online dual-credit tuition is allowable.
- The portion of learning management systems (LMSs) that are used to provide access to instructional materials are allowable. Districts will need to determine what that portion is.
- The portion of single-sign-on services that are used to provide access to instructional materials are allowable. Districts will need to determine what that portion is.
- Inventory and tracking software is not allowable.
- Student information systems (SISs) are not allowable.
- Registration fees for conferences other than IMCAT conferences/trainings are not allowable.

Disbursement Request Information Form

In an effort to improve disbursement approval turn-around time, TEA has created a new disbursement request information form. This form can be used prior to submitting a disbursement request to help you determine whether your request is likely to be approved. It can also be used after you have submitted a disbursement request if we have questions about the request. The form should be available soon, so watch for additional information.

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Thank you for your commitment to serving Texas students.
