


Instructional Materials

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IMCAT Webcast
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EMAT Access

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EMAT Access

You must have TEASE before you can request EMAT access. Click this link to apply.



The screenshot shows the TEA website navigation bar with the following links: Popular Applications: AskTED, ECOS For Educators, EGRANTS, **TEA Secure Applications Information** (circled in red), TEAL Login, TEASE Login, TSDS. Below the navigation bar is a search bar and a menu with icons for: About TEA, Curriculum & Instructional Materials, Finance & Grants, Reports & Data, Student Testing & Accountability, Texas Educators, and Texas Schools. The main content area features a green box titled 'Texas Student Group Graduation Rates Outpace Peers' and a bar chart titled 'Class of 2013 Graduation Rates' comparing Texas to various states and the national average.

| Category | Texas (%) | National Average (%) |
|----------------------|-----------|----------------------|
| All-time Average | 82 | 78 |
| Alaska | 85 | 80 |
| Arizona | 80 | 75 |
| Arkansas | 78 | 72 |
| California | 85 | 80 |
| Colorado | 82 | 78 |
| Connecticut | 88 | 83 |
| Delaware | 85 | 80 |
| District of Columbia | 90 | 85 |
| Florida | 82 | 78 |
| Georgia | 80 | 75 |
| Hawaii | 85 | 80 |
| Idaho | 82 | 78 |
| Illinois | 80 | 75 |
| Indiana | 78 | 72 |
| Iowa | 85 | 80 |
| Kansas | 82 | 78 |
| Kentucky | 78 | 72 |
| Louisiana | 75 | 70 |
| Maine | 85 | 80 |
| Maryland | 88 | 83 |
| Massachusetts | 85 | 80 |
| Michigan | 82 | 78 |
| Minnesota | 85 | 80 |
| Mississippi | 75 | 70 |
| Missouri | 80 | 75 |
| Montana | 85 | 80 |
| Nebraska | 82 | 78 |
| Nevada | 80 | 75 |
| New Hampshire | 85 | 80 |
| New Jersey | 88 | 83 |
| New Mexico | 80 | 75 |
| New York | 85 | 80 |
| North Carolina | 82 | 78 |
| North Dakota | 85 | 80 |
| Ohio | 80 | 75 |
| Oklahoma | 78 | 72 |
| Oregon | 85 | 80 |
| Pennsylvania | 82 | 78 |
| Rhode Island | 85 | 80 |
| South Carolina | 78 | 72 |
| South Dakota | 85 | 80 |
| Tennessee | 80 | 75 |
| Texas | 85 | 80 |
| Utah | 82 | 78 |
| Vermont | 85 | 80 |
| Virginia | 80 | 75 |
| Washington | 85 | 80 |
| West Virginia | 78 | 72 |
| Wisconsin | 82 | 78 |
| Wyoming | 85 | 80 |

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EMAT Access

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Scroll down until you find the EMAT application and click *Request Access Online*.

[Home](#)

TEA Secure Applications Information

Welcome to the TEA secure applications page. This page is for school officials and other users who need to access information and reports that are stored in our secure environment. Users will need to apply for an account to gain access to the applications.

TEA Login (TEAL) is our new system, which replaces our older system, TEA Secure Environment (TEASE). To determine which environment an application is in, consult the Application Reference below: [Overview and Help](#)

Users with Accounts:

TEASE Login TEAL Login

Applications Reference and Information on Applying for Accounts

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

| Application Description | Environment | Request Access | Contact Information |
|--|-------------|---|---|
| EMAT/EO Educational Materials Online | TEASE | Instructions for JUNE 2016 JUN 16 Request Access Online | Division of Instructional Materials and Educational Technology Email: pednet@tea.state.tx.us |

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EMAT Access

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Click *Request New Account*.

[Home](#)

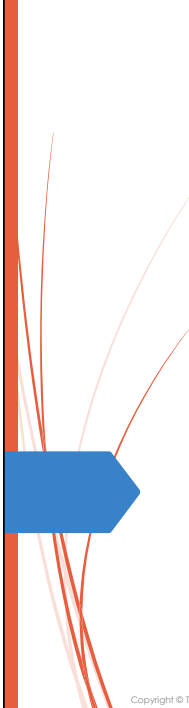
TEASE - Request Access Online

If you do not yet have a TEASE user name and password, click [Request New Account](#) to apply online for the user account as well as for access to the desired application.


If you do have a TEASE user name and password, but you need access for work you do for a different organization, you will need a new account. Click [Request New Account](#) to apply online for the new user account as well as for access to the desired application.

If you already have a valid TEASE user name and password for at least one other TEA application, and you need access to another application for work for the same organization, log on as usual at [the TEASE login page](#). Click **Add/Modify Application Access**. Select the application you want. If the application is not listed in the drop-down list, it means that the application must be requested by a paper form. Return to the [Secure Application Information page](#) and click the link to the form in the middle column. Fill in, print, and send the form to TEA.

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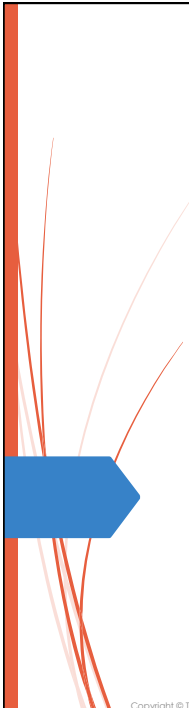


EMAT Access




- Choose *EMAT/EVI-Order Materials* from the dropdown menu and click *Continue*.
- Provide all the required information, including the organization number.
- Select *EMAT/EVI Ordering Access* or *District Staff View Only Access*.
- Your superintendent will receive a notice to approve you for TEASE access.

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EMAT Guidance



New instructional materials coordinators must complete training in order to access EMAT.


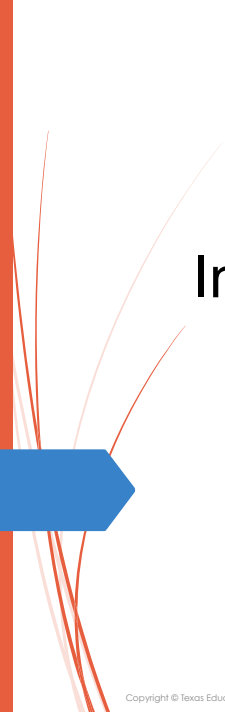
http://tea.texas.gov/IMET/Ordering_Instructional_Materials/

EMAT Guidance

The following presentations have been provided to assist districts and charter schools in the instructional materials ordering process.


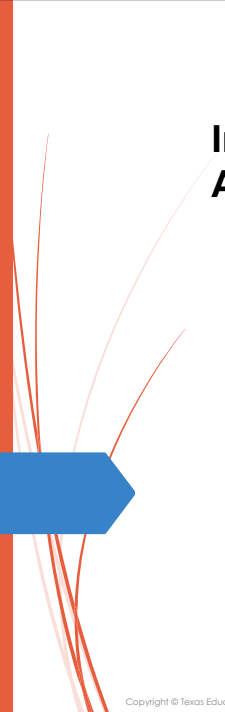
- [Disbursement Requests—Part 1: Instructional Materials Disbursements](#) (YouTube)
- [Disbursement Requests—Part 2: Technological Equipment and Technology Services Disbursements](#) (YouTube)
- [Disbursement Requests—Part 3: Disbursement Tips](#) (YouTube)
- [EMAT and IMA](#) (PDF)
- [Accessible Instructional Materials](#) (PDF)

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Instructional Materials Allotment


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Instructional Materials Allotment

- Ordering for the 2017–18 school year begins when EMAT opens in the spring.
- When EMAT opens, local education agencies (LEAs) can begin spending any prior years' balance (carryover funds).

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Instructional Materials Allotment (cont.)




- Actual IMA amounts for each LEA for the 2018–2019 biennium will be announced shortly after the conclusion of the 2017 legislative session.
- LEAs will be able to spend up to 80% of their new IMA prior to September 1, 2017.
- Actual funds will be available after September 1, 2017, when revenue becomes available.

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Delayed-Payment Option



- LEAs may requisition and receive state-adopted instructional materials prior to the start of a new fiscal year (September 1).
- The delayed-payment option is an agreement between TEA and a publisher and is only available through the requisition process.
- Payments to publishers for delayed-payment orders are made before TEA approves any disbursements.

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Requesting Disbursements



- The process begins when EMAT opens for the 2016–17 school year.
- Disbursements using carryover funds will be paid 7–10 business days after approval.
- Disbursements using new biennium funding can be pre-approved but cannot be paid until after September 1 and after all delayed-payment invoices are paid.



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Pre-approved Disbursements



- Districts and charters may use local funds to pay for instructional materials and get reimbursed when funds become available.
- Districts and charters are discouraged from spending local funds with the expectation of a reimbursement unless a corresponding disbursement request has been pre-approved.
- IM staff will review disbursement requests for pre-approval in the order in which they are received.


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District/Charter-Publisher Agreements

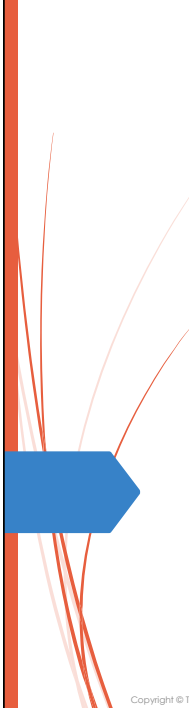
- Some districts and charters make individual agreements with publishers to postpone payments (i.e., to pay for the instructional materials after the pre-approved disbursements are paid).
- These agreements are between the LEA and publisher and are not regulated by TEA.

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New Material for the 2017–18 School Year

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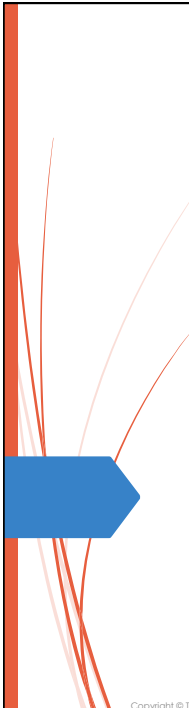
Proclamation 2017

Languages other than English, career and technical education, Special Topics in Social Studies, Algebraic Reasoning, and Statistics

- Statements of intent to bid—1,208
- Products reviewed by panels—558
- Products eligible for adoption—500
- Product bids—4,615

Additional information about *Proclamation 2017*:
http://tea.texas.gov/Curriculum_and_Instructional_Programs/Instructional_Materials/

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Important Dates

- November 16–20, 2016: State Board of Education Meeting
 - Proclamation 2017 Public Hearing
 - Proclamation 2017 materials considered for adoption
 - Action on Proclamation 2018
- December 1, 2016: Application deadline for IMA adjustments based on high enrollment growth

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Additional Important Dates




- February/March, 2017: IMA & TEKS Certification Form becomes available
- April 3, 2017: EMAT closes for the 2016–17 school year
- May 1, 2017: EMAT opens for 2017–18 school year
- June/July, 2017: IMA amounts are announced
- September 1, 2017: IMA funds become available



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Future Proclamations



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Future Proclamations

- Proclamation 2018: Special Topics in Social Studies; may be issued in November
- Proclamation 2019: Grades K–8 English and Spanish language arts and reading and Personal Financial Literacy; may be issued in spring 2017
- Proclamation 2020: High school English language arts and reading and prekindergarten systems; may be issued in spring 2018

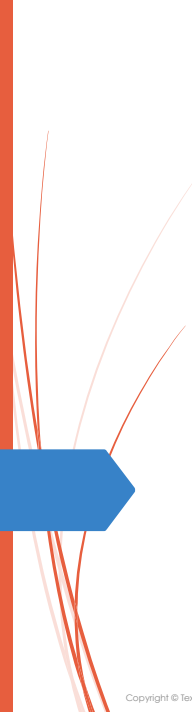
http://tea.texas.gov/Curriculum_and_Instructional_Programs/Instructional_Materials/Review_and_Adoption_Process/Proclamations/

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Ordering in EMAT

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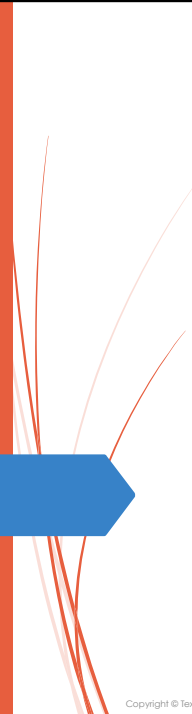
Requisitions




Requisitions are submitted only for state-adopted materials.

- An LEA submits a requisition for a product or package on the list of adopted materials.
- TEA reviews the requisition.
- If approved, TEA sends the order to the publisher.
- The publisher fulfills the order.
- TEA pays the publisher.

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Disbursements



LEAs request disbursements for products in four categories:

- Instructional materials not available in EMAT
- Bundles not available in EMAT
- Technological equipment
- Technology services



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Disbursements


- An LEA submits a disbursement request.
- TEA reviews the request and contacts the LEA for additional information if needed.
- If the request is approved, TEA sends the funds to the LEA.
- The LEA orders directly from the vendor and pays the vendor directly.

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High Enrollment Growth

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High Enrollment Growth




- An LEA that believes it meets the high-enrollment-growth (HEG) criteria should apply for an adjustment to its IMA.
- Each LEA may apply once per school year.
- HEG adjustments are contingent upon commissioner approval and funding availability.

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High Enrollment Growth




To be eligible for an IMA adjustment, a district or charter must have experienced one of the following:

- A minimum enrollment growth of ten percent over the previous five-year period
- An increase of 3,500 students over the previous five-year period
- Unexpected enrollment growth due to unforeseen circumstances
- The recent approval of a charter school expansion amendment by the commissioner

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High Enrollment Growth




- The application window for HEG adjustments closes on December 1 at 5:00 p.m. CST.
- Applicants that qualify will be placed on a waiting list.
- After all applications have been submitted and the agency is able to determine the exact amount that would be needed for newly applying and qualifying districts, adjustments will be made to the extent that funds allow.

http://tea.texas.gov/About_TEA/News_and_Multimedia/Correspondence/TAA_Letters/High_Enrollment_Growth_and_the_Instructional_Materials_Allotment/


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Accessible Instructional Materials




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The Meaning Remains the Same

- AIM—accessible instructional materials
- AEM—accessible educational materials
- EVI—educational materials for the visually impaired




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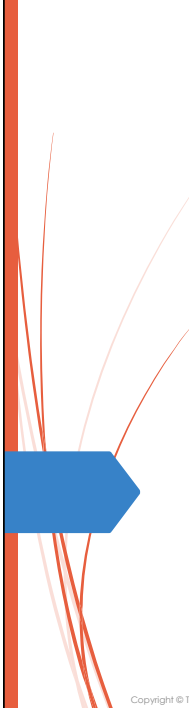


Annual AEM Enrollment


- Each year, districts report students eligible for AEM to the Texas School for the Blind and Visually Impaired (TSBVI).
- TSBVI and TEA work together to update students' eligibility status in EMAT.
- When new eligible students enroll, a district updates enrollment information using the *AEM Enrollment* link in EMAT.



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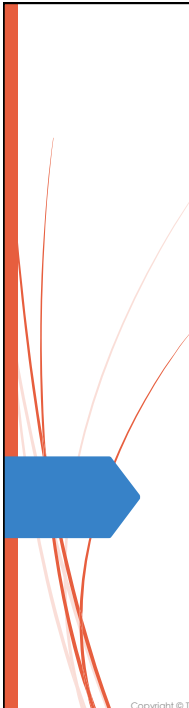
AEM Enrollment Process




TEA staff will request further information from the district:

- The grade level for students in grades K–8
- A list of applicable MLCs for students taking high school courses

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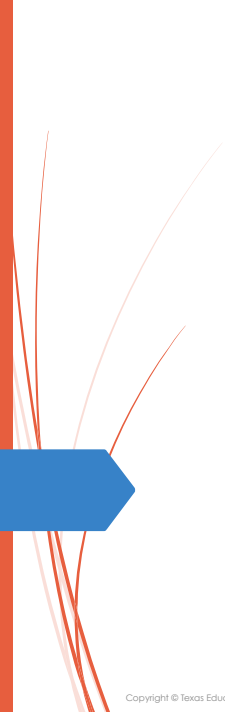


AEM Enrollment Process




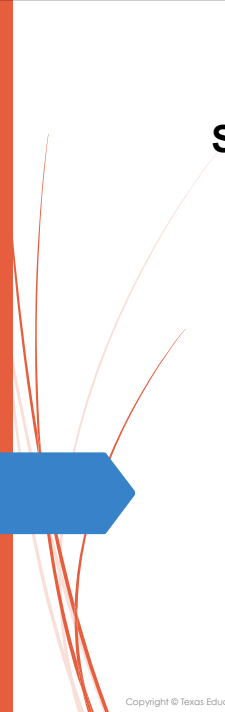
- TEA staff updates enrollment.
- Districts may order all *grade*-specific materials for students in grades K–8.
- Districts may order all *course*-specific materials for students taking high school courses.

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Surplus Materials

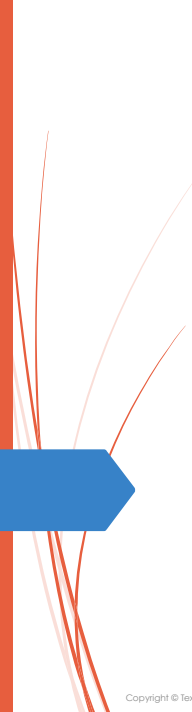
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Surplus Materials

- Accessible versions of state-adopted print materials are provided free to eligible students.
- As state property, these materials must be returned to the Special Textbook Redistribution Center (STRC) when no longer needed.
- This year, the STRC is accepting surplus braille and large-print materials from November 1, 2016, through March 31, 2017.

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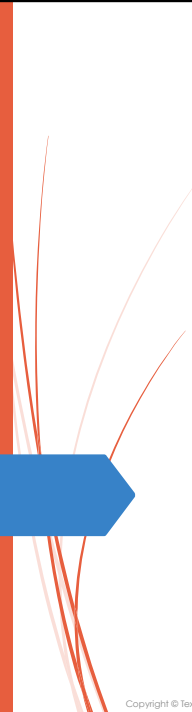


Returning Surplus Materials




- Click *Ship to STRC* in EMAT.
- Select the materials that you are shipping; EMAT will generate a packing list.
- Shipments can include only materials on the packing list.

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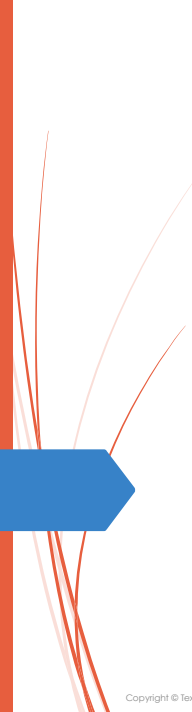
Returning Surplus Materials

(cont.)




- If you have surplus adopted materials that are not listed when you click *Ship to STRC*, see if they are in your inventory.
- If not, use the *STRC Shipment* and/or *Receive AEM Vendor Shipment* link on your district start page.

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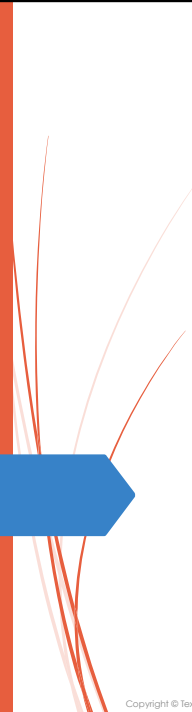
Returning Surplus Materials

(cont.)




- Return only complete sets of AEM to the STRC.
- If state-owned AEM are lost or damaged, the LEA must contact TEA and replace them at LEA expense.

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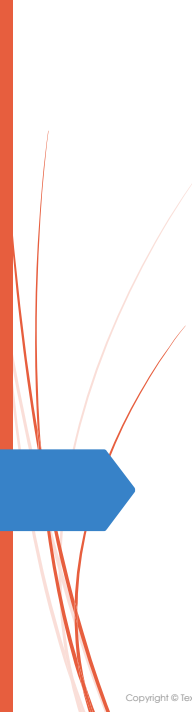


Returning Large-Print Materials




- Do not return *used* consumable materials.
- Do return *unused* consumable materials.
- Please contact Lea Ann Lee at leaann.lee@tea.texas.gov for assistance in returning unused consumable materials.
- Packages that consist of only consumables are removed from district inventories each year.

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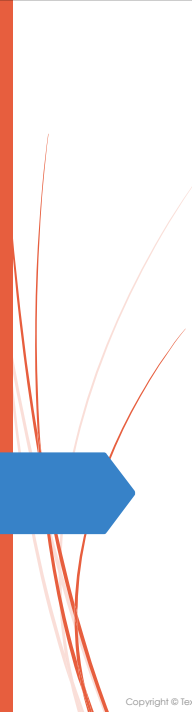


Returning Out-of-Adoption Materials




- Return out-of-adoption braille and large-print materials when they are no longer in use.
- Package these materials separately from in-adoption materials and label the boxes “OUT OF ADOPTION.”
- Contact Lea Ann Lee at leaann.lee@tea.texas.gov to obtain a mailing label or bill of lading for these materials.

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Important Dates—AEM



- November 1, 2016: STRC opens
- March 31, 2017: STRC closes
- April 3, 2017: EMAT closes
- May 1, 2017: EMAT opens for the 2017–18 school year
- May 15, 2017: Order braille materials by this date to ensure delivery by the first day of school
- July 31, 2017: Order large-print and audio materials by this date to ensure delivery by the first day of school

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Questions or Assistance



Instructional Materials Division

instructional.materials@tea.texas.gov

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