

Instructions for Ordering Instructional Materials for School Year 2010-11

Ordering Information, Prices and Quotas

Newly Adopted Instructional Materials (103%): School districts and open-enrollment charter schools may requisition new instructional materials from the State Board of Educations' (SBOE) list of materials approved in November 2009 under Proclamation 2010. The SBOE's conforming list for Proclamation 2010 includes materials in English and Spanish Language Arts and Reading, Grades K-1; English and Spanish Reading, Grades 2-5; Reading Elective, Grades 6-8; Literature, Grades 6-8; Literature I-IV; English for Speakers of Other Languages, I and II; English Language Proficiency Standards (ELPS), Grades 9-12 Teacher Materials; AP Language and Literature; and IB Language Studies. A list of newly adopted materials can be found on the following web page:

<http://ritter.tea.state.tx.us/textbooks/distribution/annualrequisitions.html>.

No nonconforming materials were adopted. These newly adopted materials may be requisitioned up to 103 percent of their enrollment in the subject or grade under consideration.

Instructional Materials under Continuing Contracts (105%): For materials that are currently under adoption, school districts and charter schools are entitled to requisition up to 105 percent of their enrollment in the subject or grade with the exceptions listed below.

Exceptions to 105% Allocation: There are four exceptions to the 105 percent allocation: (1) Music, Grade 1; (2) Music, Grades 2-5; (3) Art, Grades 1-5; and (4) Technology Applications. More details for ordering materials that are exceptions to the 105% quota can be found at the end of these instructions.*

Reminder about Student Enrollments: Requisitions placed before the first day of school must be based on the maximum number of students enrolled in the district or open enrollment charter school during the previous school year and/or registered to attend the district during the next school year. Requisitions submitted after the first day of school must be based on the actual number of students enrolled in the district when the requisition is submitted.

Changes in the EMAT System

Changes in EMAT Due to New Legislation: An overview of new legislation can be found in a letter dated February 19, 2010 that was sent to superintendents and provided to textbook coordinators concerning new textbook options that are available to districts through EMAT. This letter with attachments can be accessed at the following link: <http://ritter.tea.state.tx.us/taa/stanprog021910.html>. A follow-up to that letter was sent to superintendents and provided to textbook coordinators on April 15, 2010 and can be found at the following link: <http://ritter.tea.state.tx.us/taa/stanprog041510.html>.

A statewide webinar broadcast on the enhanced EMAT system was conducted on April 14, 2010. The training session was recorded and is available by using one of the two links below. The first link allows you to stream the recorded presentation of the EMAT webinar training session to your computer and the second allows you to download the presentation to your computer for playback.

Streaming recording link:

<https://tea.webex.com/tea/lsr.php?AT=pb&SP=TC&rID=880827&act=pb&rKey=b3bc26af4fa531df>

Download recording link:

<https://tea.webex.com/tea/ldr.php?AT=dw&SP=TC&rID=880827&act=pf&rKey=9eb4532689b35870>

Prerequisites Required Before Districts Can Place Orders in EMAT: Districts must complete the following prerequisites before they will be allowed to create any requisitions in EMAT:

1. Must submit their Local Board of Trustees Certification form.
2. Must have completed their end of October enrollment in EMAT.
3. Must have completed their surplus declaration in EMAT.
4. Must enter three preferred summer shipment dates in EMAT.

Changing Subscription-based Instructional Material: Districts now have the opportunity to change subscription-based instructional materials in EMAT. The first requirement that must be met is that the materials must have been utilized by the district for at least one year. If that is the case, the following steps can be followed to change to a new subscription-based title.

1. When district textbook coordinator's open the Subscription Renewal screen in EMAT, they would NOT renew the subscription-based products that they no longer intend to use.
2. If the district chooses not to renew any of the subscription-based instructional materials on the Subscription Renewal Requisition, they will be required to certify that their district does not plan to order any subscription-based instructional materials that are found on the requisition.
3. Afterwards, when they open the Continuing Contract Requisition screen and/or the Supplemental Textbook Requisition screen in EMAT, they would select the new subscription-based products to which they intend to switch and requisition those materials.

Additional Ordering Reminders

- *Local Board of Trustees Certification.* School districts and charter schools must submit their Local Board of Trustees Certification forms to the Agency for the 2010-2011 school year before the Educational Materials (EMAT) system will accept their requisition.
- *Consumables.* Please remember to order any consumable instructional materials from prior adoptions that are needed by your district. Consumables are materials such as workbooks that are "used up" by students each year and that, as such, must be reordered each year.
- *Surplus Instructional Materials.* The definition of surplus instructional materials follows: for courses that use textbooks that are in the first year of adoption, any textbooks in excess of 110% of enrollment shall be considered surplus. For courses that use textbooks that are in the second or later years of adoption, any textbooks in excess of 120% of enrollment shall be considered surplus. Overages that exceed these definitions should be entered into the EMAT Update Surplus Screens. Instructional materials that are needed for the following school year are not considered surplus and should not be entered into the Update Surplus Screens.
- *Sending Surplus Orders to Other School Districts.* For surplus materials weighing over 150 pounds, schools should contact their local Central Freight Lines to pick up the materials. For pickups call toll free at 1-800-782-5036. Shipments can be tracked on Central Freight's website, <http://www.centralfreight.com>, using the BOL number. First, click on "Online Resources" and then "Track by BOL#". Remember to continue to utilize UPS for surplus shipments weighing less than 150 pounds.
- *Subscription Renewal.* The Subscription Renewal Requisition will be the first requisition a school district completes for the 2010-2011 school year. If your district ordered any Technology Applications materials last year, you will be directed to a Subscription Renewal screen where your subscriptions can be renewed. On this screen, you can either (1) enter the exact number of subscriptions ordered in the prior school year, (2) enter the number ordered last year plus any additional quantities that are required, or (3) enter a lower number of subscriptions. After the Subscription Renewal has been submitted, additional quantities can be entered either on an Continuing Annual or Supplemental requisition. Before increasing the quantity on the Subscription Renewal screen, make sure the populations have been updated in EMAT. Only after the Subscription Renewal has been submitted by the school district and is in completed status will the textbook coordinator be allowed to create an Annual requisition. NOTE: Even for

print textbooks, enrollment numbers must be submitted annually throughout the adoption.

Textbook Waivers

Applications for textbook waivers will be accepted for consideration only for subjects in which no instructional materials were adopted. A comprehensive list of subjects from all proclamations for which TEA is accepting waivers can be found at <http://ritter.tea.state.tx.us/textbooks/waivers/subjectsnobids.pdf>.

An *Application for Expedited and General State Waivers* can be found at <http://www.tea.state.tx.us/waivers/CCD-106R10.doc>.

Submit the waiver application to the State Waiver Unit either by mail or fax. The address and fax number are found at the bottom of the application. The application will be forwarded to the Instructional Materials and Educational Technology Division for approval or denial. Once the application has been processed, the approval/denial will be posted at <http://mansfield.tea.state.tx.us/Tea.Waivers.Web/Default.aspx>.

No waivers are being accepted for textbooks purchased for dual credit courses.

The completed Request for Reimbursement on Non-State Adopted Textbooks, found on IMET's Textbook Waivers page at <http://ritter.tea.state.tx.us/textbooks/waivers/index.html>, may be sent by fax to (512) 463-8728. If you need additional assistance with waivers, please contact Eugene Rios at (512) 463-9601.

Materials for the Visually Impaired, Ordering Information

Students must be certified as being visually impaired and included in the Annual Registration of Students with Visual Impairments to be eligible for Braille or large type textbooks. The Annual Registration is collected by the local Special Education Department and reported every January to the Texas School for the Blind and Visually Impaired. The EMAT system will be updated with enrollment numbers from the Annual Registration of Students with Visual Impairments, which will be used to determine a district's eligibility to requisition braille or large type textbooks. School districts should report new students using the [Request Enrollment Update](#) link available on the EVI Enrollment page. Clicking on Request Enrollment Update link will automatically generate an email notice to TEA's Instructional Materials and Educational Technology (IMET) Division. IMET staff will contact the school district regarding the request to increase enrollment.

Textbook coordinators will now be able to identify a delivery point address for special textbooks that is separate from the regular print textbook delivery point address. To update your delivery point addresses, click on the [Confirm Addresses](#) link available on the District Start Page.

School districts may obtain state-adopted instructional materials in recorded format or electronic files for Special Education students with any disability. For more information on recorded textbooks, please go to the following link: <http://ritter.tea.state.tx.us/textbooks/forms/utilizingrfd.pdf> or contact Recording for the Blind and Dyslexic, Texas Unit, by email at bookorder@rfdtexas.org, toll free at 1-877-246-7321, or by visiting their website at www.rfd.org. The form for ordering recorded textbooks may be found at <http://ritter.tea.state.tx.us/textbooks/forms/rfdorderform.pdf>. For additional information on electronic files, please contact Pat Hatcher by email at pat.hatcher@tea.state.tx.us.

Readoptions

A list of subject areas that have been readopted (extended beyond their original contract dates) can be found at the following link: http://ritter.tea.state.tx.us/textbooks/distribution/readopted2010_11.pdf.

Financial Issues

Materials Over the State Maximum Cost: If a district or charter school selects materials that cost more than the state maximum cost established for the subject area (MLC), the district and charter school will be responsible for paying the difference to the publisher. Costs to districts will be displayed in the column labeled 'District Cost'. It is the district's responsibility to pay the publisher any amounts owed.

Off-List Purchases: The Texas Education Code, Section 31.101, allows a partial reimbursement to school districts for the purchase of non-adopted textbooks in the enrichment subjects only.

Applying for Designation as a Fast-Growth School District

1. Designation as a fast growth district allows a district to requisition additional textbooks above its enrollment based on its rapid rate of growth.
2. To be designated as fast growth, a district's enrollment as reflected in PEIMS must have increased by 10% or more over the prior three years and the district superintendent must request and receive approval from TEA's Instructional Materials and Educational Technology Division to requisition materials at a percentage above the district's enrollment.
3. District superintendents requesting the fast growth designation should send an e-mail to Deanna Marotz, Director of Distribution, at deanna.marotz@tea.state.tx.us, with a copy to Charles Mayo, Manager, Distribution and Accessibility, at charles.mayo@tea.state.tx.us.

School districts and charter schools are required to reapply for fast-growth designation every year.

PEIMS, Enrollments and Local Accountability

Student records from the PEIMS database are used to populate EMAT. Kindergarten through grade 8 student enrollments will be in the database as districts and charter schools begin the requisition process. In addition, PEIMS student records for grades 9-12 will be used for foundation subjects. Districts or schools ordering materials for other subject areas will need to report those enrollments through the EMAT enrollment screens. If a district's enrollment in a given subject increases, the district should update their populations in EMAT to allow additional instructional materials to be ordered.

All requisitions for instructional materials to be used in school year 2010-11 should be based on the maximum number of students enrolled during the 2009-10 school year, unless otherwise indicated. Requisitions after the first day of school must be based on the actual number of students enrolled when the order is submitted. Districts and charter schools should order only the number of textbooks actually needed by the students and teachers.

*Exceptions to the 105% Quota:

1. *Music, Grade 1.* Districts and charter schools are allowed one General Music Learning System (Teacher System*) for each campus. Additionally, for each campus with more than one music specialist, another General Music Learning System (Teacher System) is allowed. The total of the two is multiplied by 1.05 to determine the number of systems that are allowed per district.
2. *Music, Grades 2-5.* For each campus with these grade levels, districts and charter schools are allowed one General Music Learning System (Teacher System) per grade level. Additionally, for each campus with more than one music specialist, another General Music Learning System (Teacher System*) per grade level is allowed. The total of the two is multiplied by 1.05 to determine the number of systems that are allowed per district.

Pupil editions at a level of up to 50 percent of the grand total student enrollment for that grade level may be requisitioned.

3. *Art, Grades 1-5.* Districts and charter schools are allowed either pupil editions (up to 50 percent of the total student enrollment for each grade level) or an equivalent number of classroom systems. Districts must enter into EMAT the total number of students that will be using the systems requisitioned. The students identified as needing the systems will not be eligible for state-adopted printed materials in that subject. If a district's order is split between traditional textbooks and systems, the number of students using classroom systems is subtracted from the overall district eligibility quota. Districts should also be aware that orders for systems with too few students identified as using the systems could cause the district to bear part of the cost of the systems. Both the systems and pupil editions are under the same multilist code (MLC). The number of students using the system is subtracted from the overall district eligibility quota.
4. *Technology Applications (102%).* Instructional materials under Technology Applications will be requisitioned at 102 percent of the enrollment at each grade level for grades K-8. EMAT will pre-populate the enrollment for each grade level from the PEIMS system. Textbook coordinators are responsible for updating that number. Materials will also be requisitioned at 102 percent of enrollment in Technology Applications courses at the high school level as defined in 19 Texas Administrative Code (TAC) Chapter 126, Texas Essential Knowledge and Skills for Technology Applications, Subchapter C. High School. The percentage is the same regardless of whether the format adopted is an online subscription, a CD-ROM, or a printed textbook. The publishers provide teacher editions for each teacher of the class or grade. The orders for Technology Applications will be placed each year for the six-year adoption by submitting enrollment numbers for each grade at grades K-8 and for each course at grades 9-12.