

Instructions for Entering End of October Enrollments and Declaring Surplus in EMAT/EVI

The definition of surplus instructional materials: 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/EVI Update Surplus screen. Instructional materials that are needed for the following school year are not considered surplus and should not be entered into the Update Surplus screens.

IMPORTANT: If the end of October population is not entered and surplus not declared, the school district or charter school will not be able to order materials in EMAT for next year, school year 2010-2011.

Following are instructions for completing the end of October enrollments and declaring surplus in EMAT/EVI.

Entering End of October Enrollments

1. Click on the **EMAT Enrollment** link. The Enrollment screens are displayed.
2. Enter the student population for each grade and subject in the **October Ending Count** field. This count should be the actual student population as of the last day of October 2009. If you want to enter the same number for each population group, enter the amount in the field next to the Apply button and then click **Apply**. The population entered for October overrides the population shown in the Current Count field and the October populations will be used to determine surplus amounts.
3. After entering all ending October grade level populations for your district, return to **Summary** by clicking on the **Summary** tab or use the **Summary** link found at the bottom of the screen.
4. Click in the **Submit October Population** box and then click the **Save** button. After submitting the October populations, that field on the enrollment screens will close and you will not be able to change those populations.

Declaring Surplus

After entering October enrollments, the EMAT/EVI system automatically calculates the districts surplus and districts will then either: (1) add these materials to surplus and, by entering these materials into surplus, agree to ship the materials to another district when an order is generated in EMAT/EVI, or (2) indicate that the materials are to remain in their district and provide a reason.

5. From the District Start Page, click on the **Update Surplus** link. The Update Surplus tabs are displayed.
6. Update Surplus has a Summary tab and a tab for each grade and high school level classes. Links are also located at the bottom of each screen. Click on the appropriate tab or link to update the surplus inventory for that grade or subject matter.

NOTE: To display all the MLCs/subjects contained under each tab, click View All.

7. Select a **Reason** from the drop-down list. Enter any additional information in the blank text field. Enter the number of surplus items in the Surplus column.
8. Return to the Summary tab to save your work.