

Instructional Materials Allotment TEKS Certification Instructions

- On the start page in EMAT, click *IMA & TEKS Certification 2016–2017*.

*Select a School Year District/Charter **999999 ANYWHERE ISD**

All prerequisites must be met prior to submitting requisitions or disbursements

IMA & TEKS Certification form was received on 4/23/2015.

[Confirm Contacts](#) [Confirm Addresses](#)

Instructional Materials Allotment Usage for School Year

Remaining Usage

Remaining Allotment: \$132,631.79 Available Allotment: \$108,874.79

EMAT

[EMAT Inventory Browser](#)
[Reports](#)
[Allotment Disbursement](#)
[Report Lost/Damaged/Destroyed](#)
[IMA & TEKS Certification Form 2016-2017](#)

EVI

[EVI Enrollment](#)
[EVI Inventory Browser](#)
[Reports](#)
[Report Lost/Damaged/Destroyed](#)

Show Announcements Hide Complete Requisitions

EMAT Requisition List				Find 1-2 of 2
Requisition ID	Last Updated	Requisition Type		
NEXT		Allotment - Continuing Adoptions - EMAT	Create New Requisition	
NEXT		Allotment - New Adoptions - EMAT	Create New Requisition	

EVI Requisition List				Find 1-10 of 10
Requisition ID	Last Updated	Requisition Type		
NEXT		EVI - Annual Requisition - Audio - LD	Create New Requisition	
NEXT		EVI - Annual Requisition - Audio - VI	Create New Requisition	
NEXT		EVI - Annual Requisition - Braille	Create New Requisition	
NEXT		EVI - Annual Requisition - Digital Mats	Create New Requisition	
NEXT		EVI - Annual Requisition - Large Type	Create New Requisition	
NEXT		EVI - Supplemental - Audio - LD	Create New Requisition	

IMA/TEKS Certify Screen

- Subject Area Certification
 1. The subject areas that require certification default as a checked box in the Subject Area Offered column.
 2. Click each box in the Check to Certify column in the Subject Area Certification section of the screen.
- Grade Level Certification
 1. Check the grade levels taught in your school district or charter school in the Grade Level Certification section of the screen.
- Click Save.

IMA/TEKS Certify

County District	999999	ANYWHERE ISD	Region	13	
Business Unit	0B901	District Type	Independent School District	Status	Active

[Go back to Start Page Allotment](#)

Subject Area Certification Find | 1-10 of 10

School Year	Subject Area Offered	Check to Certify	Subject Area	Certified By	Certified DateTime
1 2016-2017	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CAREER & TECHNICAL EDUCATION (CTE)		
2 2016-2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ENGLISH LANGUAGE ARTS AND READING		
3 2016-2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ENGLISH LANGUAGE PROFICIENCY STANDARDS		
4 2016-2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FINE ARTS		
5 2016-2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HEALTH		
6 2016-2017	<input type="checkbox"/>	<input type="checkbox"/>	LANGUAGES OTHER THAN ENGLISH		
7 2016-2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATHEMATICS		
8 2016-2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SCIENCE		
9 2016-2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SOCIAL STUDIES		
10 2016-2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TECHNOLOGY APPLICATIONS		

Grade Level Certification 1-13 of 13

School Year	Check to Certify	Grade Level	Certified By	Certified DateTime
1 2016-2017	<input checked="" type="checkbox"/>	Kindergarten		
2 2016-2017	<input checked="" type="checkbox"/>	Grade 1		
3 2016-2017	<input checked="" type="checkbox"/>	Grade 2		
4 2016-2017	<input checked="" type="checkbox"/>	Grade 3		
5 2016-2017	<input checked="" type="checkbox"/>	Grade 4		
6 2016-2017	<input checked="" type="checkbox"/>	Grade 5		
7 2016-2017	<input checked="" type="checkbox"/>	Grade 6		
8 2016-2017	<input checked="" type="checkbox"/>	Grade 7		
9 2016-2017	<input checked="" type="checkbox"/>	Grade 8		
10 2016-2017	<input checked="" type="checkbox"/>	Grade 9		
11 2016-2017	<input checked="" type="checkbox"/>	Grade 10		
12 2016-2017	<input checked="" type="checkbox"/>	Grade 11		
13 2016-2017	<input checked="" type="checkbox"/>	Grade 12		

Save

Click Here

- If any of the required subject area boxes are not checked, you will receive an error message.

1. Click OK.
2. Go back and check all of the required boxes.

- The Certified Date Time column will update when you have successfully saved.

IMA/TEKS Certify

County District: **999999 ANYWHERE ISD** Region: 12
 Business Unit: A7901 District Type: Independent School District Status: Active

View/Print IMA & TEKS Certification Form 2016-2017 [Go back to Start Page Allotment](#)

Subject Area Certification Find 1-10 of 10

School Year	Subject Area Offered	Check to Certify	Subject Area	Certified By	Certified DateTime
1 2016-2017	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CAREER & TECHNICAL EDUCATION (CTE)	JWARREN	
2 2016-2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ENGLISH LANGUAGE PROFICIENCY STANDARDS	JWARREN	
3 2016-2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FINE ARTS	JWARREN	
4 2016-2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HEALTH	JWARREN	
5 2016-2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ENGLISH LANGUAGE ARTS AND READING	JWARREN	
6 2016-2017	<input type="checkbox"/>	<input checked="" type="checkbox"/>	LANGUAGES OTHER THAN ENGLISH	JWARREN	
7 2016-2017	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MATHEMATICS		
8 2016-2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SCIENCE	JWARREN	02/25/16 3:19PM
9 2016-2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SOCIAL STUDIES	JWARREN	02/25/16 3:19PM
10 2016-2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TECHNOLOGY APPLICATIONS	JWARREN	02/25/16 3:19PM

Grade Level Certification 1-13 of 13

School Year	Check to Certify	Grade Level	Certified By	Certified DateTime
1 2016-2017	<input checked="" type="checkbox"/>	Kindergarten	JWARREN	02/25/16 3:19PM
2 2016-2017	<input checked="" type="checkbox"/>	Grade 1	JWARREN	02/25/16 3:19PM
3 2016-2017	<input checked="" type="checkbox"/>	Grade 2	JWARREN	02/25/16 3:19PM
4 2016-2017	<input checked="" type="checkbox"/>	Grade 3	JWARREN	02/25/16 3:19PM
5 2016-2017	<input checked="" type="checkbox"/>	Grade 4	JWARREN	02/25/16 3:19PM

Message

All offered Subject Areas must be certified before printing the IMA & TEKS certification form. You must select and certify each subject area offered by your District or Charter School. All changes must be saved before you can View/Print the certification form.



Printing the IMA & TEKS Certification Form

- Click View/Print IMA & TEKS Certification 2016–2017 to print the form as a PDF document.
- Be sure to allow pop-ups on your computer since the document will open in a new window.

IMA/TEKS Certify

County District	999999	ANYWHERE ISD	Region	13	
Business Unit	E3901	District Type	Independent School District	Status	Active

View/Print IMA & TEKS Certification Form 2016-2017  Click Here [Go back to Start Page Allotment](#)

Subject Area Certification Find |  |  1-10 of 10

	School Year	Subject Area Offered	Check to Certify	Subject Area	Certified By	Certified DateTime
1	2016-2017	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CAREER & TECHNICAL EDUCATION (CTE)	JWARREN	02/25/16 3:01PM
2	2016-2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ENGLISH LANGUAGE ARTS AND READING	JWARREN	02/25/16 3:01PM
3	2016-2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ENGLISH LANGUAGE PROFICIENCY STANDARDS	JWARREN	02/25/16 3:01PM
4	2016-2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FINE ARTS	JWARREN	02/25/16 3:01PM
5	2016-2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HEALTH	JWARREN	02/25/16 3:01PM
6	2016-2017	<input type="checkbox"/>	<input checked="" type="checkbox"/>	LANGUAGES OTHER THAN ENGLISH	JWARREN	02/25/16 3:01PM
7	2016-2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATHEMATICS	JWARREN	02/25/16 3:01PM
8	2016-2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SCIENCE	JWARREN	02/25/16 3:01PM
9	2016-2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SOCIAL STUDIES	JWARREN	02/25/16 3:01PM
10	2016-2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TECHNOLOGY APPLICATIONS	JWARREN	02/25/16 3:01PM

Grade Level Certification |  |  1-13 of 13

	School Year	Check to Certify	Grade Level	Certified By	Certified DateTime
1	2016-2017	<input checked="" type="checkbox"/>	Kindergarten	JWARREN	02/25/16 3:01PM
2	2016-2017	<input checked="" type="checkbox"/>	Grade 1	JWARREN	02/25/16 3:01PM
3	2016-2017	<input checked="" type="checkbox"/>	Grade 2	JWARREN	02/25/16 3:01PM
4	2016-2017	<input checked="" type="checkbox"/>	Grade 3	JWARREN	02/25/16 3:01PM
5	2016-2017	<input checked="" type="checkbox"/>	Grade 4	JWARREN	02/25/16 3:01PM

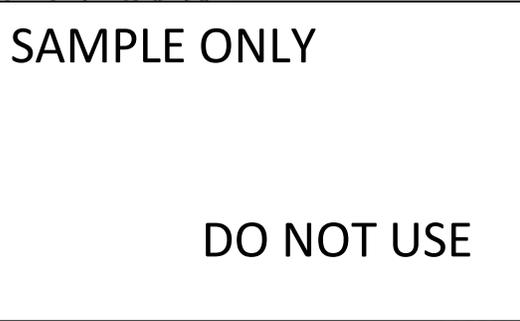
- The district superintendent, along with the local board of trustees, are required to certify that the district has instructional materials that cover all elements of the essential knowledge and skills of the required curriculum, other than physical education, for each grade level as required in the Texas Education Code, §28.002.
- The Instructional Materials Allotment & TEKS Certification form must be presented to the local board of trustees. Superintendent, board president, and board secretary signatures are required before the form will be accepted.
- Scan the signed certification document and email it to instructional.materials@tea.texas.gov with the following subject line: [your district] certification (ex: Anywhere ISD certification)
- When your Instructional Materials Allotment & TEKS Certification is received, TEA staff will update EMAT to reflect the receipt. Once all prerequisites are complete, your district can begin to place orders and request disbursements in EMAT.

ANYWHERE ISD 999999
 District Name County District Number

Instructional Materials Allotment and TEKS Certification, 2016-2017

The district superintendent, along with the president and secretary of the local board of trustees, or the officers of the governing body of the district, certify that:

- 1) That this district's instructional materials, other than physical education, as required in the Texas Education Code, §28.002, collectively cover all elements of the required curriculum identified in the Texas Education Code §31.004).
- 2) That for the elements of the required curriculum identified in the Texas Education Code, §28.002, other than physical education, the instructional materials collectively cover all elements of the required curriculum identified in the Texas Education Code §31.004).
- 3) That, upon information received from the district, the title and publication information of the instructional materials used in the district with the district's



- | | |
|---|---|
| <p>Certification Area</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Grade 1 <input checked="" type="checkbox"/> Grade 2 <input checked="" type="checkbox"/> Grade 3 <input checked="" type="checkbox"/> Grade 4 <input checked="" type="checkbox"/> Grade 5 <input checked="" type="checkbox"/> Grade 6 <input checked="" type="checkbox"/> Grade 7 <input checked="" type="checkbox"/> Grade 8 <input checked="" type="checkbox"/> Grade 9 <input checked="" type="checkbox"/> Grade 10 <input checked="" type="checkbox"/> Grade 11 <input checked="" type="checkbox"/> Grade 12 | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> ENGLISH LANGUAGE ARTS AND READING <input checked="" type="checkbox"/> ENGLISH LANGUAGE PROFICIENCY STANDARDS <input checked="" type="checkbox"/> FINE ARTS <input checked="" type="checkbox"/> HEALTH <input checked="" type="checkbox"/> LANGUAGES OTHER THAN ENGLISH <input checked="" type="checkbox"/> MATHEMATICS <input checked="" type="checkbox"/> SCIENCE <input checked="" type="checkbox"/> SOCIAL STUDIES <input checked="" type="checkbox"/> TECHNOLOGY APPLICATIONS |
|---|---|

Signature of Superintendent

Signature _____

Signatures of Board President and Secretary or Governing Board Officers

Board President _____

Board Secretary _____

Scan the signed certification document and email it to instructional.materials@tea.texas.gov with the following subject line: [your district] certification (ex: Hometown certification)

Email to instructional.materials@tea.texas.gov