Texas Education Agency

# Instructional Materials, EMAT, and Ordering

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Texas Education Agency

# EMAT
# Purchasing & Bundling
# Sample Options

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# Important Terms

- **Ancillaries**–Those materials not listed on a publisher's *Statement of Intent to Bid* but that the publisher plans to provide to districts and open enrollment charter schools free with each order

  Ancillaries are not reviewed by panel members at the state level and are not adopted or sanctioned by the State Board of Education (SBOE).

- **Consumable**–Instructional material that is intended to be written in, depleted, or otherwise consumed during the first year of use

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# Important Terms

- **Non-Consumable**–Components that are considered self-sufficient for the entire period of the adoption

- **Program**–A publisher's product intended for use in a specific course

  A program includes all student and teacher components. Each program must meet at least 50% of the TEKS and 100% of the ELPS to be available for ordering by districts through EMAT.

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# Important Terms

- **Replacement Cost**–The cost for the individual components of a program that are available to order through EMAT or directly from the publisher

- **Student Component**–Any instructional materials that are specifically intended for use by the student

  The student components may include print and non-print materials such as student editions, workbooks, and online materials.

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# Important Terms

- **Teacher Component**–Any resource that is intended for use by a teacher

  The teacher components may include print and non-print materials such as teacher editions, workbooks, and online materials. The student component may also be considered a teacher component as teachers have access to all student material.

- **Unit Price**–The price specified by the publisher for one copy, subscription, etc. of a program, which can be a "stand alone" student edition or a teacher system

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# Publisher 1 Example

- 8 year print consumable + digital
- 4 year print consumable + digital
- 1 year print consumable + digital
- 8 year digital
- 4 year digital
- 1 year digital
- Hard copy + 8 year digital

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# Publisher 2 Example

Publishers may offer additional options based on discounts for multiple products.

- 4 year digital
- 2 year digital
- 1 year digital
- 8 year digital + print
- 8 year digital + print (purchased with 3 additional products from same publisher in same subject area)
- 8 year digital + print (purchased with 2 additional products from same publisher in same subject area)

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# Publisher 3 Example

Publishers may offer discounts for the number of products purchased.

- Price for less than 30
- Price for 30 +
- Teacher's edition purchased separately

- *The listing in EMAT will indicate if the teacher's edition needs to be purchased separately.*
- *The teacher requisition quantity field will be the only option available for teacher-only materials.*

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Texas Education Agency

# EMAT Access
# and
# Ordering in EMAT

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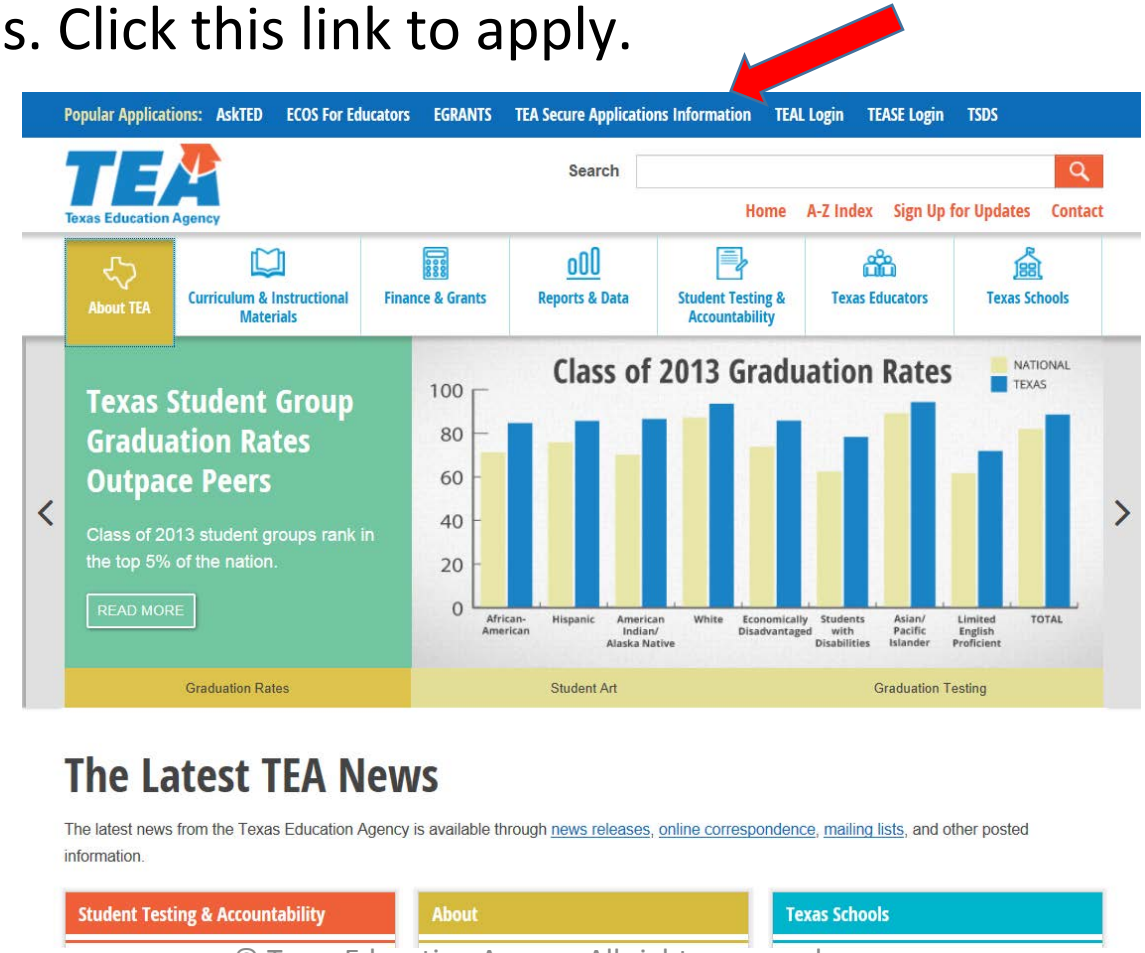
# EMAT Access

To request EMAT–EVI access, you must first gain TEASE access. Click this link to apply.

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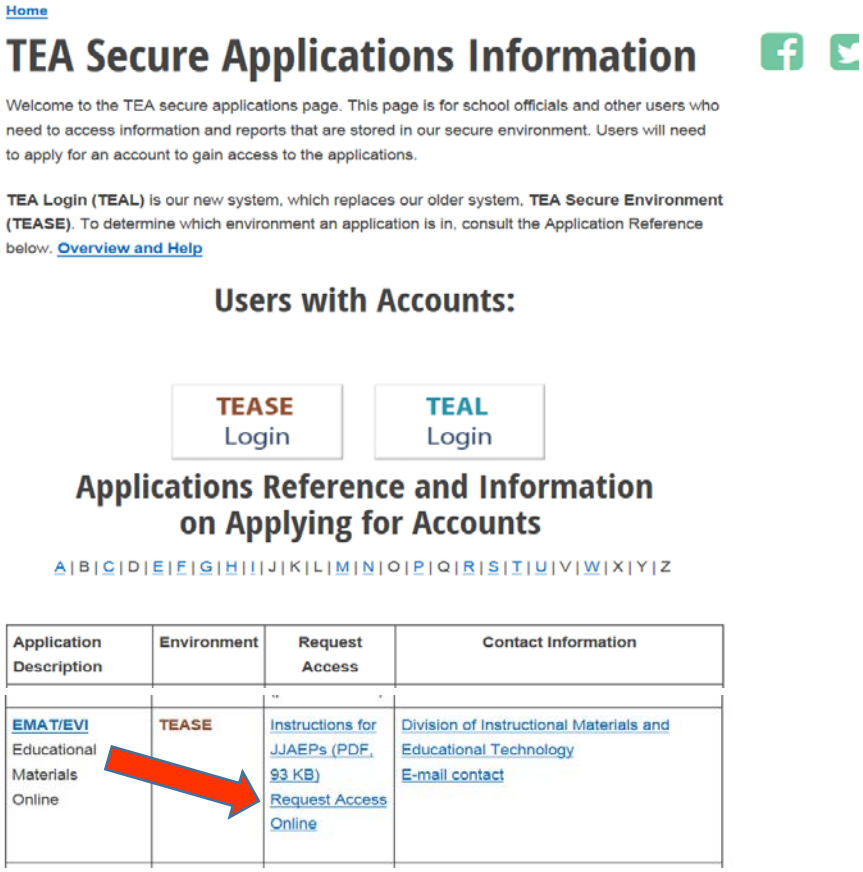
# EMAT Access

Scroll down until you find the EMAT/EVI application and click to request access.



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/EVI Educational Materials Online | TEASE | Instructions for JJAEPs (PDF, 93 KB) Request Access Online | Division of Instructional Materials and Educational Technology E-mail contact |

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# TEASE Log-in

Go to http://seguin.tea.state.tx.us/apps/logon.asp.

Enter user name and password.

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# Request New TEA user Account

Fill out all the required information. The organization number will be requested at the bottom of the page. The following notice will display:

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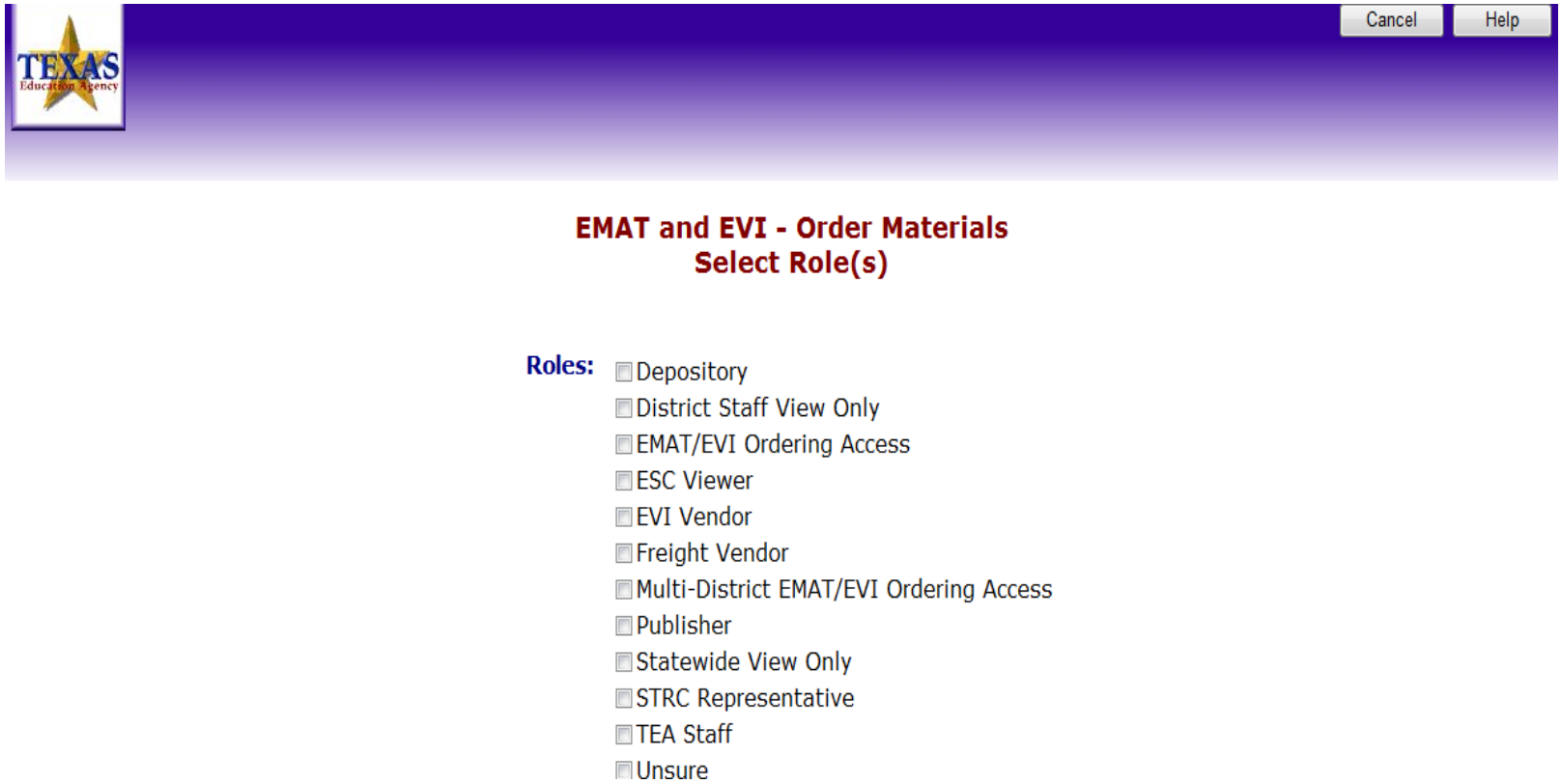
# Select Role

Select *EMAT/EVI Ordering Access* or *District Staff View Only Access*. The superintendent of the school district will then receive a notice to approve a new user for TEASE access.

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# Prerequisites for Ordering

TEXAS EDUCATION AGENCY

Favorites | Main Menu > EMAT/EVI > District Start Page

*Select a School Year 2014-2015

District/Charter

**All prerequisites must be met prior to submitting requisitions or disbursements**

IMA & TEKS Certification form was received on 4/16/2014.

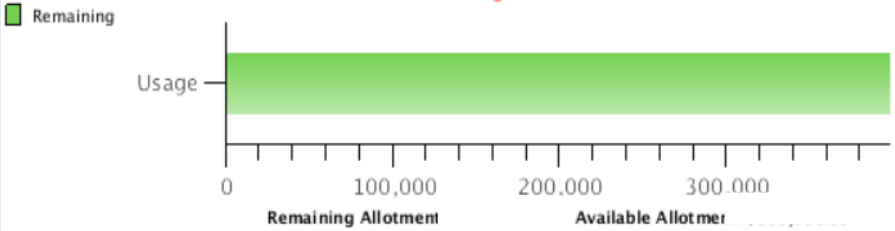
Summer Shipment dates are Required.

Update Summer Ship Dates

Confirm Contacts

Confirm Addresses

**Instructional Materials Allotment Usage for School Year 2014-2015**




**EMAT**

- EMAT Inventory Browser
- Reports
- Allotment Disbursement
- Report Lost/Damaged/Destroyed
- IMA & TEKS Certification Form

**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 | 1-8 of 8

| 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 - Large Type | Create New Requisition |

# New Adoptions in EMAT

*Select a School Year 2014-2015 District/Charter

**All prerequisites must be met prior to submitting requisitions or disbursements**

IMA & TEKS Certification form was received on 5/1/2014.

Confirm Contacts Confirm Addresses

**Instructional Materials Allotment Usage for School Year 2014-2015**

Used
Remaining

Usage

0 25,000 50,000 75,000

**Remaining Allotment: $59,383.21 Available Allotment: $59,383.21**

**EMAT**

- EMAT Inventory Browser
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**EVI**

- EVI Enrollment
- EVI Inventory Browser
- Reports
- Report Lost/Damaged/Destroyed

Show Announcements

Hide Complete Requisitions

**EMAT Requisition List** Find | 1-3 of 3

| Requisition ID | Last Updated | Requisition Type | |
|---|---|---|---|
| NEXT | | Allotment - Continuing Adoptions - EMAT | Create New Requisition |
| NEXT | | Allotment - New Adoptions - EMAT | Create New Requisition |
| 0000127465 | 11/21/14 | Allotment - Continuing Adoptions - EMAT | Complete |

**EVI Requisition List** Find | 1-8 of 8

| 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 |

Click *Create New Requisition*.

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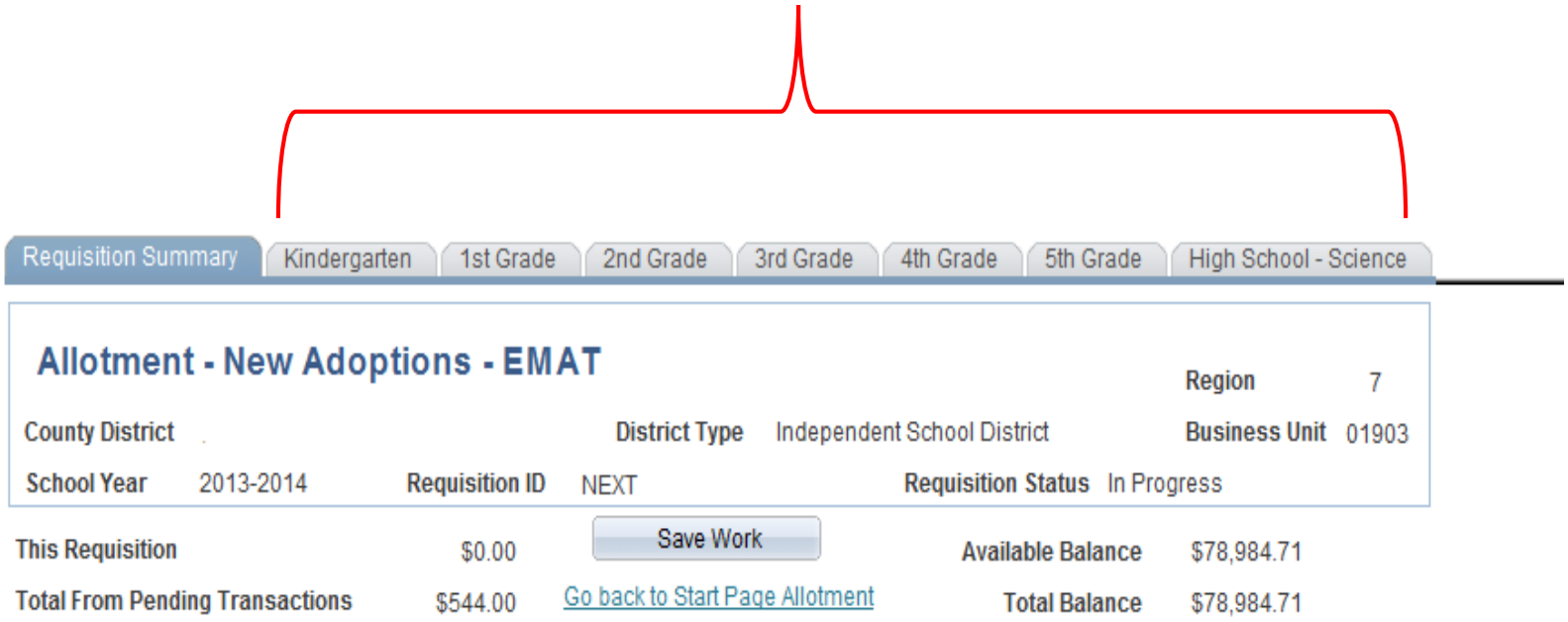
# New Adoptions in EMAT




Only tabs with newly adopted materials will be displayed.

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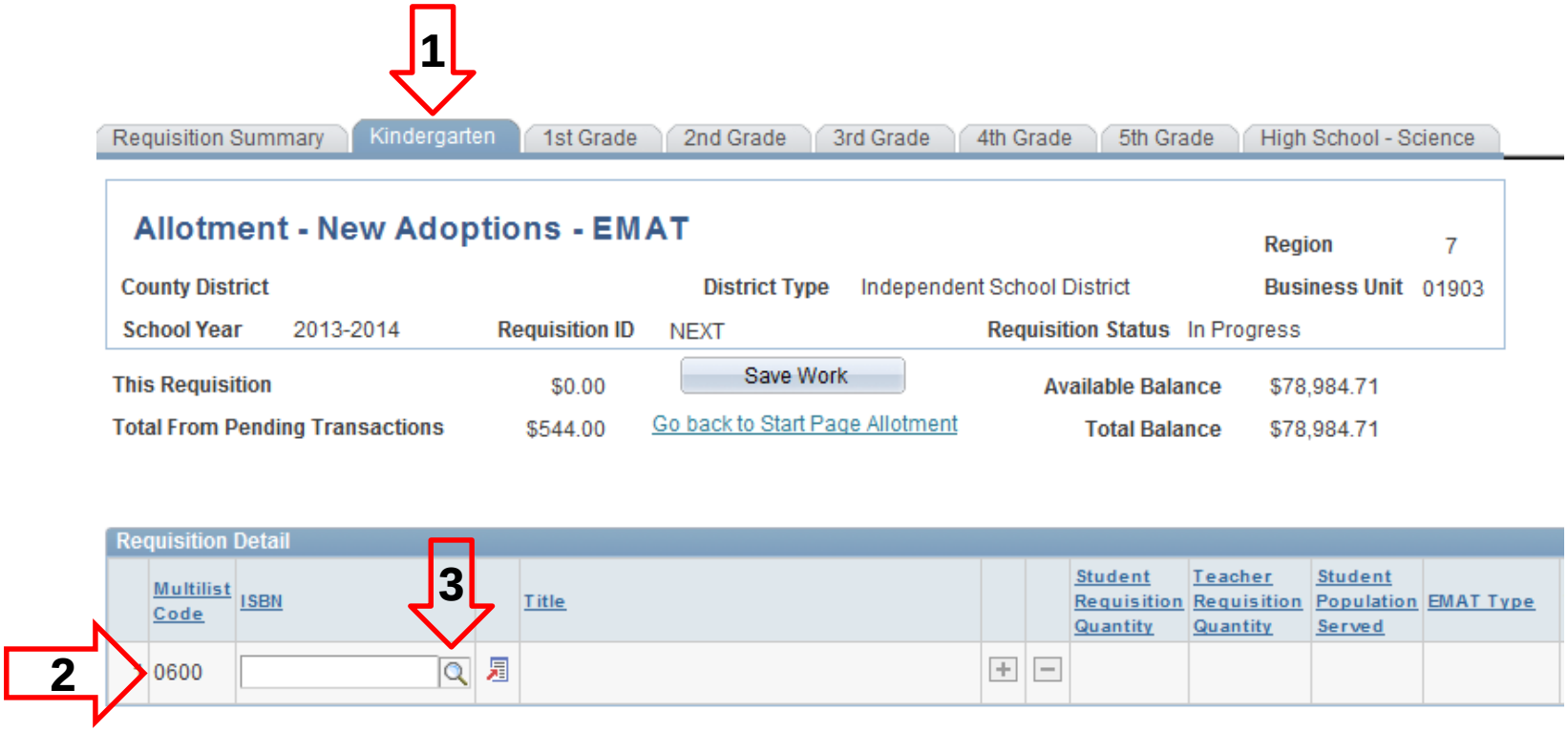
# New Adoptions in EMAT




1. Click the appropriate grade level/subject area tab.
2. Locate the appropriate multiple list code (MLC).
3. Click the magnifying glass to the right of the blank ISBN field.

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# New Adoptions in EMAT

? Help

## Look Up ISBN

Cancel

## Search Results

View 100 First 1-6 of 6 Last

| Multilist Code | ISBN | Item ID | Long Description |
|---|---|---|---|
| 0600 | 9781938662133 | 000000000000044436 | Investigations Bundle 1 yr Subscription (K-5 Cluster) |
| 0600 | 9781938662140 | 000000000000044442 | Investigations Bundle 2 yr Subscription (K-5 Cluster) |
| 0600 | 9781938662157 | 000000000000044457 | Investigations Bundle 3 yr Subscription (K-5 Cluster) |
| 0600 | 9781938662195 | 000000000000044428 | Investigations 1 yr Subscription (K-5 Cluster) |
| 0600 | 9781938662201 | 000000000000044449 | Investigations 2 yr Subscription (K-5 Cluster) |
| 0600 | 9781938662218 | 000000000000044456 | Investigations 3 yr Subscription (K-5 Cluster) |

Choose the material to be ordered.

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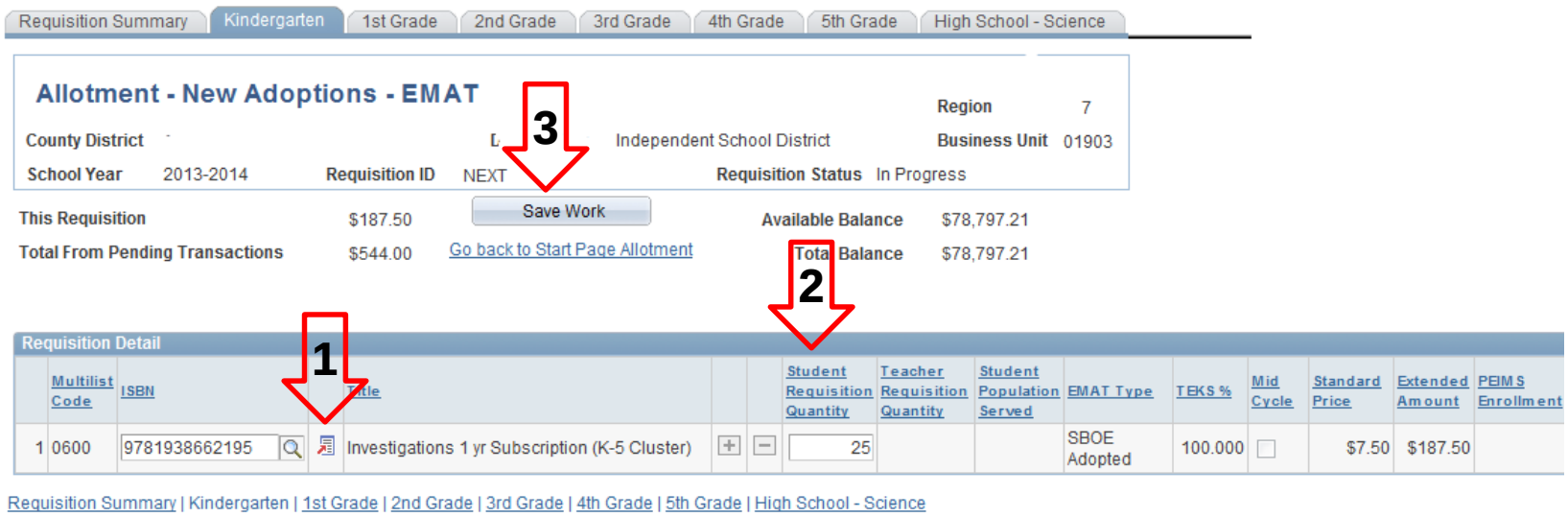
# New Adoptions in EMAT




1. Click the item details icon if needed.
2. Enter the quantity in *Student Requisition Quantity.*
3. Save your work.

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# New Adoptions in EMAT

## Item Details

**Description**

| | | | | | |
|---|---|---|---|---|---|
| Item Class | Program | ISBN | 9780328777777 | Item ID | 000000000000044476 |
| Title | Digital Math Grade 1, 8 year license | | | | |
| Author | | | | Copyright | Edition |
| Comments | ordered per student; 22:1 for teacher material | | | | |

**Item Attributes**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| EMAT Type | SBOE Adopted | Population Basis | Teacher | ☐ Consumable | ☑ Conforming | | |
| Class Type | | Language | | Use Ratio | 1.000 | TEKS % | 100.000 |

Additional information that may be found on the item details link

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# New Adoptions in EMAT

Requisition Summary | Pre-Kindergarten | Kindergarten | 1st Grade | 2nd Grade | 3rd Grade | 4th Grade | 5th Grade | 6th Grade

**Allotment - Continuing Adoptions - EMAT**

| | | | | | |
|---|---|---|---|---|---|
| | | | | Region | 13 |
| County District | | District Type | Independent School District | Business Unit | 0B901 |
| School Year | 2014-2015 | Requisition ID | NEXT | Requisition Status | In Progress |

| | | | | |
|---|---|---|---|---|
| This Requisition | $0.00 | Save Work | Available Balance | $296,471.60 |
| Total From Pending Transactions | $0.00 | Go back to Start Page Allotment | Total Balance | $296,471.60 |

Requisition Detail

| | Multilist Code | ISBN | | Title | | | Student Requisition Quantity | Teacher Requisition Quantity | Student Population Served | EMAT Type | TEKS % |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2004 | 9780547250212-01 | | Texas Journeys (Grade 2) | + | − | | | | SBOE Adopted | 100.000 |
| 2 | 2004 | | | | + | − | | | | | |
| 3 | 2007 | 9780547249957-01 | | Texas Senderos (Grade 2) | + | − | | | | SBOE Adopted | 100.000 |

- Once an order has been saved and an *In Progress* requisition reopened, the magnifying glass will no longer be available for that row.
- Click the + sign to get a new row with the same MLC.

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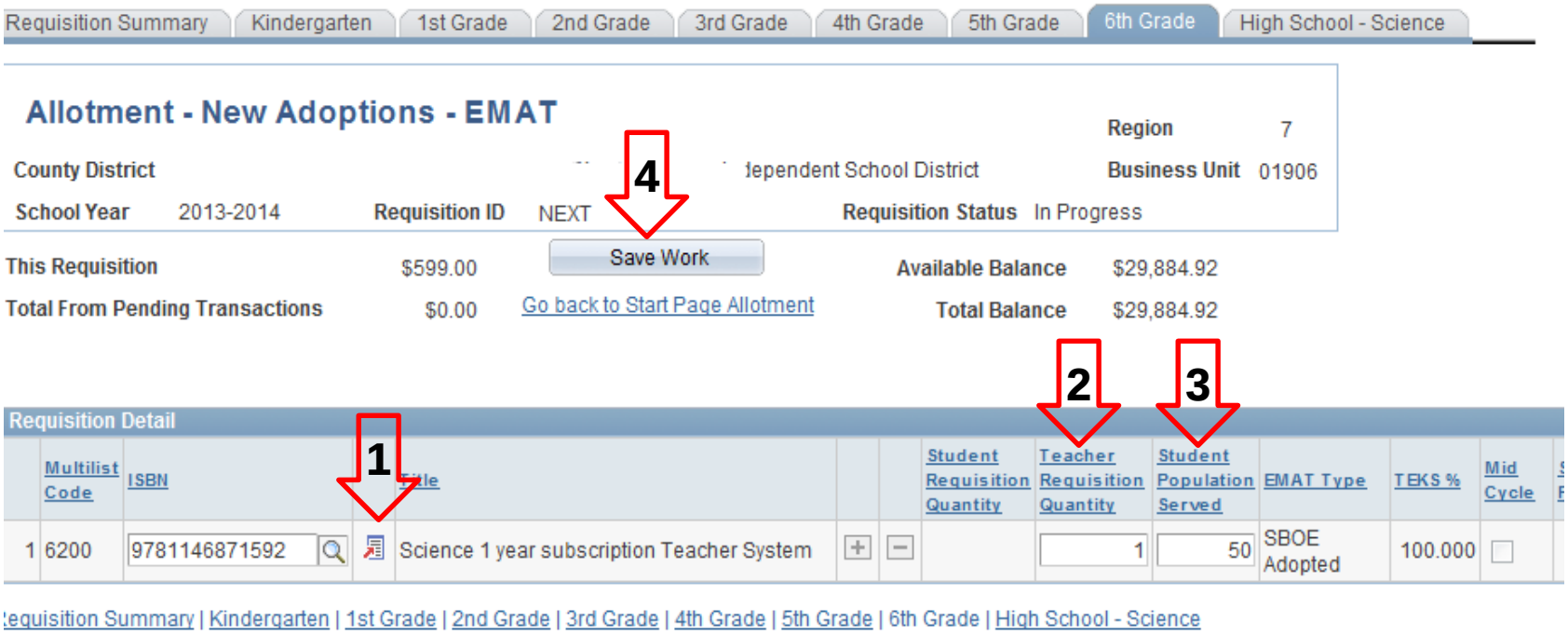
# New Adoptions in EMAT




1. Click the item details icon if needed.
2. Enter the quantity in *Teacher Requisition Quantity*.
3. Enter the quantity in *Student Population Served*.
4. Save your work.

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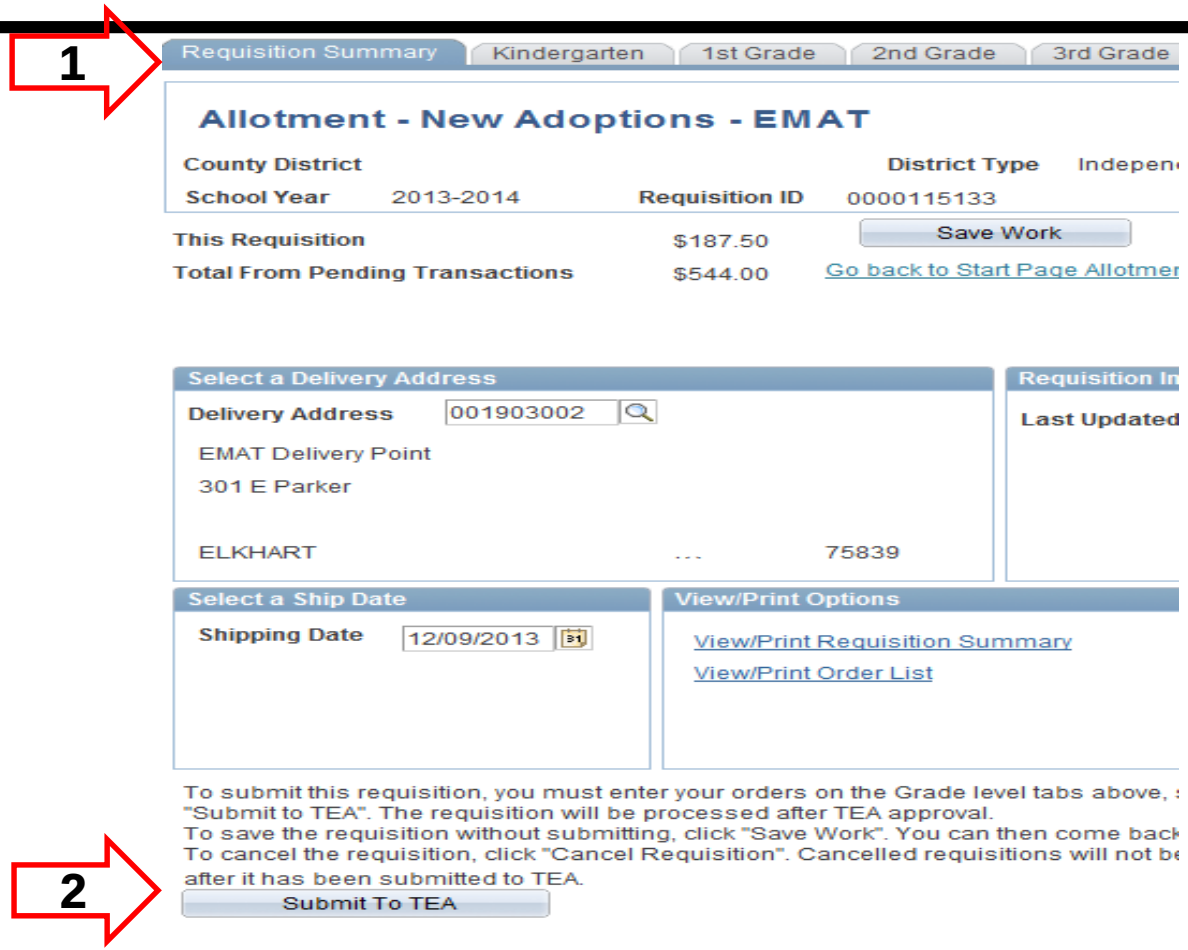
# New Adoptions in EMAT




1. Click the *Requisition Summary* tab.
2. Click *Submit to TEA*.

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# IMA Disbursements

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# IMA Disbursements

Districts and open-enrollment charter schools may request a disbursement in EMAT to order

- instructional materials not available in EMAT,
- instructional materials available in EMAT in a different configuration (price, package, etc.),
- technological equipment, and
- technology services.

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# IMA Disbursements

TEXAS EDUCATION AGENCY

Favorites | Main Menu > EMAT/EVI > District Start Page

*Select a School Year 2014-2015

District/Charter

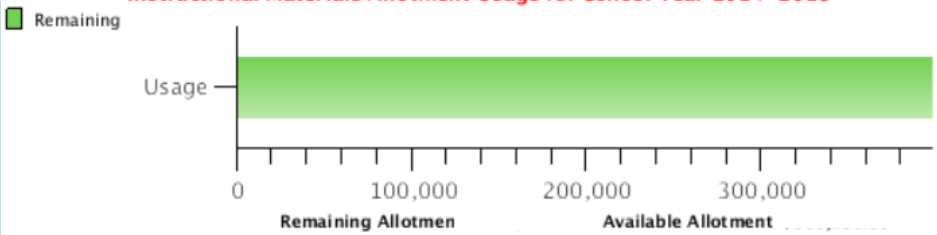
**All prerequisites must be met prior to submitting requisitions or disbursements**

IMA & TEKS Certification form was received on 4/16/2014.

Summer Shipment dates are Required. Update Summer Ship Dates

Confirm Contacts Confirm Addresses

**Instructional Materials Allotment Usage for School Year 2014-2015**




**EMAT**

- EMAT Inventory Browser
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- Report Lost/Damaged/Destroyed
- IMA & TEKS Certification Form

**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 | 1-8 of 8

| 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 |

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# Disbursement Reminders

- Provide specific per-student or per-package quantity and unit price when they are available.
- If you have questions about which disbursement category an item belongs in, call the IMET division or email instructional.materials@tea.texas.gov.
- Delete any blank lines by clicking the minus (-) sign.
- Save your work before clicking *Certify and Submit*.

*Disbursement requests will be processed within 15 days of receipt unless there is a need for additional information or clarification.*

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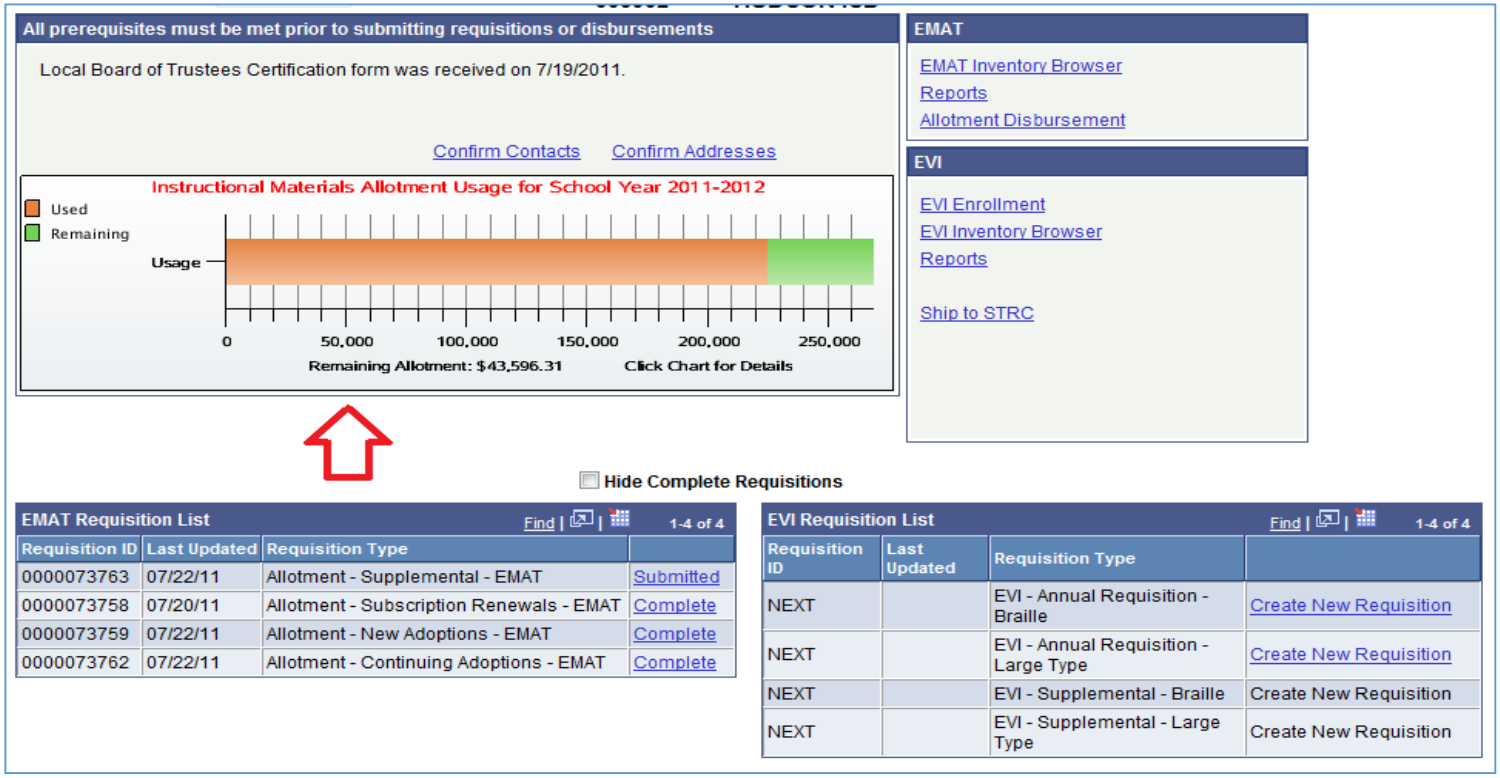
# Allotment Inquiry and Reports




From the *District Start Page*, double-click the allotment bar graph in the left center of the page.

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# Allotment Inquiry and Reports

The *Allotment Summary Page* displays a summary of all transactions, both pending and complete, that affect a district's allotment balance.

Allotment Summary

| | | | |
|---|---|---|---|
| **County District** | | | **Region** |
| **Business Unit** | **District Type** Independent School District | **Status** | Active |

**School Year 2014-2015** Allotment Report Go back to Start Page Allotment

**Instructional Materials Allotment Summary**

| | | | |
|---|---|---|---|
| **2014-2015 Allotment** | $190,393.48 | **Total Allotment** | $397,374.69 |
| **Prior Year Carryover** | $206,981.21 | **Requisitions:** | |
| **Adjustments** | $0.00 | **Completed** | $-293,607.42 |
| | | **Pending** | $0.00 |
| **Total Allotment** | $397,374.69 | **Disbursements:** | |
| | | **Completed** | $0.00 |
| | | **Pending** | $-105.30 |
| | | **Allotment Used** | $-293,712.72 |
| | | **Allotment Remaining** | $103,661.97 |

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# High Enrollment Growth

In accordance with the Texas Education Code, §31.0214, certain districts and charter schools may be eligible for adjustments to their IMAs to accommodate rapid growth in enrollment. To be eligible for an increase, the district or charter must have experienced one of the following:

- A minimum enrollment growth of ten percent over the previous five-year period
- A net 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 of education

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# High Enrollment Growth

Districts or open-enrollment charter schools that meet these criteria may submit an application to the commissioner of education to request additional IMA funding. Contingent upon commissioner approval and funding availability, the allotment will be increased to include students who were not included in the original calculation. The commissioner's determination under this process is final and may not be appealed.

Districts and charter schools are permitted to submit only one application each school year.

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# 410 Accounting

Disbursement funds come into the district or charter through the district's 410 revenue account 5829.

Unused funds remaining at the end of the year in the 410 account will roll forward to the next fiscal year.

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# Questions or Assistance

Instructional Materials and Educational Technology

instructional.materials@tea.texas.gov

(512) 463-9601

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