

October 5, 2016

TO THE ADMINISTRATOR ADDRESSED:

SUBJECT: High Enrollment Growth and the Instructional Materials Allotment

House Bill 1474, passed by the 84<sup>th</sup> Texas Legislature and signed into law on June 17, 2015, changed the instructional materials allotment (IMA) from an annual allocation to a biennial allocation. The IMA that each school district and open-enrollment charter school received for the 2015–16 and 2016–17 school years was calculated using PEIMS enrollment data from fall 2014.

The Texas Administrative Code (TAC), Title 19, [§66.1309](#), allows districts to apply for an adjustment to that allotment if they have experienced unusually high enrollment growth (HEG). The Texas Education Agency (TEA) makes adjustments to the IMA for qualifying school districts to the extent that sufficient funding is available. TEA has made HEG adjustments in this biennium in the amount of \$9,576,508.76.

The application window for HEG adjustments closes on Thursday, December 1, 2016. TEA will continue to accept applications until 5:00 p.m. CST on that date. Until that time, however, the agency is unable to verify that enough funding remains available in the biennial instructional materials fund for all applicants to be fully funded. 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 possible.

The response to a HEG application received between the start of the 2016–2017 school year and the application deadline will include the following:

- Whether or not the district or charter meets the eligibility requirements
- A notice that no adjustment can be made at this time

Applicants that qualify will be placed on a HEG adjustment waiting list. To be placed on the waiting list, a district or charter must have experienced at least 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

Applications must be received by 5:00 p.m. CST on Thursday, December 1, 2016; districts and charters are permitted to submit only one application each school year.

The request to be placed on the HEG waiting list must be submitted using the application available on the TEA website at [http://tea.texas.gov/IMET/Instructional\\_Materials\\_Forms](http://tea.texas.gov/IMET/Instructional_Materials_Forms).

For assistance with the application or questions about high enrollment growth, please contact Patrick McGinnis at [patrick.mcginis@tea.texas.gov](mailto:patrick.mcginis@tea.texas.gov) or at (512) 463-9601.

Sincerely,

Monica Martinez  
Associate Commissioner  
Standards and Support Services