

Reading Instrument Reimbursement Information
For Texas Public Schools and Charter Schools
Kindergarten through 2nd Grade

Texas public schools and charter schools may choose any instrument listed on the current *Commissioner's List of Reading Instruments for Texas Public Schools and Charter Schools*. All instruments are on a 4-year cycle, and once an assessment is ordered, the school will only be reimbursed once every 4 years.

- ❖ To order TPRI and/or Tejas LEE, you may access the site at www.tpriandtijl.com and disregard further instructions stated below. All directions for TPRI and Tejas LEE will be inclusive on the referenced site.
- ❖ To order **instruments other than TPRI and Tejas LEE**, school districts and charter schools should choose from the current approved Commissioner's List, and follow the steps below to receive their cost cap reimbursement (\$5 per student once every 4 years). School districts must use a complete option from the current Commissioner's List to be reimbursed. In other words, if an option contains more than one assessment instrument, the district must administer all of the tests to ensure that all reading domains are evaluated.

STEP 1: Select an instrument from the current *Commissioner's List of Reading Instruments for Texas Public Schools and Charter Schools*.

STEP 2: Contact the vendor directly and order selected instruments for K-2. **Please do not ask the publisher to send the invoice to the Texas Education Agency (TEA).** TEA will **NOT** pay the publisher directly. Vendors should send the invoice to your school directly. **NOTE: If a district uses their Instructional Materials Allotment (IMA) to pay for the K-2 kits then the reimbursement will need to be credited to the district's IMA account.**

STEP 3: In order to receive the reimbursement from TEA, the district must provide a copy of the **PAID** invoice from the publisher. Complete the Reimbursement Form for Reading Instruments Other Than TPRI/Tejas LEE and secure appropriate signature(s). (Form included with this document.).

STEP 4: Mail, fax, or email the reimbursement form **and** a copy of the district's paid invoice to:

Mail: Attention: Deborah Forrester
Texas Education Agency
Curriculum Division
1701 North Congress Avenue
Austin, Texas 78701

Fax: 512-463-8057

Email: deborah.forrester@tea.texas.gov

STEP 5: Once the completed information has been received in our office, you will receive an email confirmation that your request for reimbursement has been received.

STEP 6: Reimbursements will be sent directly to districts. **NOTE:** If the district used their instructional materials allotment (IMA) to purchase Kindergarten – Grade 2 Reading Instruments and it is determined the district is eligible for ERI reimbursement, the ERI reimbursement must be used to reimburse the district's IMA account.

Reimbursement Form
For Reading Instruments Other Than TPRI and/or Tejas LEE
For Texas Public Schools and Charter Schools
Kindergarten (K) through 2nd Grade

To receive the cost cap reimbursement of \$5 per child for each Texas student in Grades K-2, please complete the following information:

District Name: _____ CDN: _____

District Mailing Address: _____

City: _____ State: ____ Zip: _____

Contact Name: _____

Contact Telephone Number: _____ Fax Number: _____

Contact Email Address: _____

Name of selected instrument for K-2 English: _____

Name of selected instrument for K-2 Spanish: _____

Instrument must be selected from the current **APPROVED** *Commissioner's List of Reading Instruments for Texas Public Schools and Charter Schools*. Please note the Texas Education Agency will only reimburse \$5 per student once every 4 years, and only in English and/or Spanish.

Grade Level- Language	# of teachers of record	# of students
Kindergarten- English		
First Grade- English		
Second Grade- English		
Kindergarten- Spanish		
First Grade- Spanish		
Second Grade- Spanish		

Return this form and a copy of the district's paid invoice either by mail, fax, or email to:

Mail: Attention: Deborah Forrester
Texas Education Agency
Curriculum Division
1701 North Congress Avenue
Austin, Texas 78701

Fax: 512-463-8057

Email: deborah.forrester@tea.texas.gov

I, _____, hereby certify the above mentioned assessment(s) were purchased, received, and paid for by our district.

Superintendent or Designee Signature

Printed name: _____

OR

Business Office Representative Signature

Printed Name: _____