

PROCLAMATION 2019
PUBLISHER HANDBOOK

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Review and Adoption

Overview

The Texas Constitution, Article VII, Section 3, requires the State Board of Education (SBOE) to set aside sufficient funds to provide free instructional materials for all children attending public schools in the state. In accordance with this requirement, the SBOE allocates a portion of the available school fund, which comprises money set aside by the state from various revenue sources, for the support of the public school system. The Texas Legislature appropriates the funds for instructional materials. The review and adoption process determines the instructional materials eligible for adoption by the SBOE.

Adoption Cycle Subject areas for which instructional materials are adopted are divided into two categories: the foundation curriculum and the enrichment curriculum

Foundation Curriculum:

- English Language Arts
- Mathematics
- Science
- Social Studies

Enrichment Curriculum:

- Languages Other Than English
- Health
- Physical Education
- Fine Arts
- Career and Technology Education
- Technology Applications
- Religious Literature
- Personal Financial Literacy

The SBOE organizes an adoption cycle for subjects in the foundation curriculum and the enrichment curriculum (Texas Education Code [TEC], §[31.022](#)). The cycle is periodically adjusted based on the Texas Essential Knowledge and Skills (TEKS) revision process.

The current adoption cycle is available at

<http://tea.texas.gov/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=2147505353&libID=2147505347>.

Proclamations The SBOE solicits bids for instructional materials by issuing a proclamation. The proclamation identifies the subject areas or courses scheduled for review and contains links to the content requirements (the TEKS and the English Language Proficiency Standards [ELPS]). It also contains a detailed schedule of adoption procedures and instructions for providing electronic files for the production of braille and large-print materials. Proclamations are named for the year in which the materials are intended to be implemented in the classroom (TEC, §[31.022\(d\) and \(e\)](#), 19 Texas Administrative Code (TAC) §[66.27](#)).

Development and Submission After each proclamation is issued, publishers that wish to participate are required to submit a *Statement of Intent to Bid (SOITB)* indicating their interest

in submitting materials. Typically, they will have 12 months to develop materials that align with the requirements of the proclamation.

Instructional materials submitted may be new instructional materials developed to align to the TEKS or existing instructional materials that have been aligned to the revised TEKS.

Samples Publishers must provide to TEA and each of the 20 regional education service centers (ESCs) one complete, electronic pre- and post-adoption sample copy of their instructional materials. Electronic samples may be in an open- or closed-file format. Samples must meet the following requirements:

- Include all materials intended for student use and those intended for teacher use
- Be complete versions of the final product
- Allow for multiple simultaneous users
- Be equipped with a word-search feature
- If electronic, be complete and functional for review purposes

Original samples must remain unchanged through the entire review and adoption process (19 TAC §[66.28\(c\)\(1\)](#)). Samples must also be made available to an SBOE member upon that member's request (19 TAC §[66.28\(c\)\(3\)](#)).

At the request of a school district, a publisher must also provide that district with an electronic sample of submitted instructional materials. The table below indicates the sampling requirements and options for publishers.

| | Pre-Adoption Samples | Post-Adoption Samples |
|---------------------------|---|---|
| Texas Education Agency | Electronic samples in open or closed format | Electronic samples in open or closed format |
| Education Service Centers | Electronic samples in open or closed format | Electronic samples in open or closed format |
| School Districts | <ul style="list-style-type: none"> • Electronic samples in open or closed format • Print Samples* | <ul style="list-style-type: none"> • Electronic samples in open or closed format • Print Samples* |
| State Review Panels | <ul style="list-style-type: none"> • Electronic samples in open or closed format • Print Samples • Galley Proofs | N/A |
| State Board of Education | N/A | <ul style="list-style-type: none"> • Electronic samples in open or closed format |

| | | |
|--|--|---|
| | | <ul style="list-style-type: none"> • Print Samples |
|--|--|---|

*Samples are provided to school districts and charter schools upon request; they must be electronic. The publisher may provide a print sample if requested by a district.

State Review Panels The materials submitted for adoption undergo a review by a state review panel to determine if the TEKS and ELPS are covered in the materials intended for student use and the materials intended for teacher use. Panel members also identify factual errors. These panels are composed of university professors, public school teachers, parents, business and industry representatives, and other academic experts. Individuals are nominated to serve on the panels by SBOE members, school districts and charter schools, educational organizations, and Texas residents. From these nominations, the commissioner of education appoints the panel members in coordination with the SBOE. At the completion of the review, the panels' findings are reported to the commissioner of education (19 TAC §§[66.30](#) and [66.36](#)).

Instructional Materials Lists Using the findings of the state review panels, the commissioner of education produces a preliminary report of materials eligible and ineligible for adoption based on the percentage of TEKS and ELPS covered.

To be eligible for adoption, instructional materials must

- meet at least 50% of the required TEKS,
- meet 100% of the required ELPS,
- be suitable for the subject and grade level,
- be reviewed by academic experts,
- be free from factual error, and
- meet manufacturing specifications.

The commissioner will issue the *List of Instructional Materials Eligible for Adoption under Proclamation 2019* in October 2018.

Errors In addition to the report on the coverage of required TEKS and ELPS, the commissioner of education presents the SBOE with the *Report of Required Corrections*. The report is a compilation of the errors found by the state review panels and those reported by the publishers (who are required to disclose all known factual errors). Publishers are required to correct all factual errors on the *Report of Required Corrections* and provide an affidavit attesting that they have done so before the final materials are submitted to TEA or sent to schools (TEC, §[31.151\(a\)\(9\)](#), 19 TAC §[66.28\(c\)](#)).

Any resident of Texas may report errors using a format designated by the commissioner. Alleged errors reported on or before Friday, August 31, 2018, will be posted to the TEA website and provided to the SBOE at the September meeting. Errors reported after that date will be shared with SBOE members.

Public Comment Using a format designated by the commissioner, any resident of Texas may submit written comments for, against, or about instructional materials submitted for adoption. Comments received on or before Friday, August 31, 2018, will be posted to the TEA website and provided to the SBOE at the September meeting. Comments received after that date will be shared with SBOE members.

Additionally, the SBOE holds at least one public hearing to provide citizens the opportunity to provide oral testimony regarding instructional materials being considered for adoption. Representatives of publishing companies may make oral responses to testimony at the hearing.

State Adoption Using the commissioner of education's reports as a guide, the SBOE approves materials for placement on the adopted list (TEC, §[31.023](#), 19 TAC §§[66.63](#) and [66.66](#)). All materials on the adopted list must be free from factual errors before being delivered to schools.

Following the SBOE's action, TEA sends contracts to publishers of adopted materials. Contracts signed and returned by the publishers are then signed by the chair of the SBOE and attested to by the commissioner of education. Original contracts are filed with TEA, and publishers receive copies of the executed contracts (TEC, §[31.023](#), 19 TAC §[66.72](#)). All deadlines following the SBOE's action are null and void for publishers with materials not adopted by the SBOE.

Electronic Instructional Materials Publishers of state-adopted electronic instructional materials are also required to comply with the technical standards of the Federal Rehabilitation Act, Section 508, and the web-based standards at <http://www.w3.org/standards>. All websites must meet Web Content Accessibility Guidelines (WCAG) 2.0 AA standards and be tested for accessibility before acceptance by TEA. Resources to assist publishers in meeting this requirement are available on page 25 and in the Accessibility Requirements section in *Proclamation 2019*. Materials that are not made fully accessible to students with disabilities will be removed from the adopted list.

Special Instructional Materials TEA contracts for the development of braille, large-print, and audio versions of adopted instructional materials. Following the adoption, publishers must create digital files that conform to the National Instructional Materials Accessibility Standards (NIMAS files). Those files must be sent to the designated braille producer and the National Instructional Materials Access Center (NIMAC). Publishers must also submit copies of the adopted instructional materials to the designated braille producer. Additionally, publishers must submit electronic files to the large-print and audio producers. After all required corrections and editorial changes have been made, publishers must send corrected files and corrected copies.

Local Adoption Local school boards and charter schools set their own policies for selecting the most appropriate instructional materials for their students. Districts may select adopted or non-adopted instructional materials. Instructional materials must be adopted locally in an open meeting (19 TAC §[66.104\(a\)](#)).

Ordering and Fulfillment Upon making their decisions, school districts and charter schools place their orders for adopted materials online with TEA through EMAT, which is a statewide

electronic instructional materials management tool that processes all orders and payments for adopted instructional materials. Once the orders are received and verified, the materials are shipped to the districts from the publishers or privately owned depositories. Districts can also order materials directly from publishers and request a disbursement through EMAT to pay for them.

Audit and Penalties To confirm that all factual errors are corrected, TEA conducts an audit of all newly adopted programs. Upon completion of the audit, TEA reports any uncorrected errors and any newly discovered errors to the SBOE for action. The SBOE may assess a penalty for each uncorrected factual error.

Substitutions and Content Updates to Adopted Materials To maintain the integrity of adopted instructional materials, publishers of adopted materials are required to submit a written request to TEA for approval of an updated edition of their material. The written request must be accompanied by an electronic sample and an updated *Correlation to the TEKS and ELPS*. All updates that involve content used to document TEKS coverage must be approved by the SBOE prior to their introduction into the material. All updates that do not involve content used to document TEKS coverage must be approved by TEA. With prior approval from TEA, publishers may, at any time, make changes that do not affect the content, such as technical enhancements or improvements (19 TAC §[66.75](#)).

State Technology and Instructional Materials Fund Created by the 82nd Texas Legislature, 2011, this fund is comprised of an amount set aside by the SBOE from the available school fund and any amounts lawfully paid into the fund from any other source. Money from the fund is used to finance the technology and instructional materials allotment.

Technology and Instructional Materials Allotment Also, created by the 82nd Texas Legislature, the allotment is an allocation of funds to which each school district and charter school is entitled. Districts and charter schools receive their allocation of funds at the beginning of each biennium (TEC §[43.001](#)). The commissioner determines the per-student amount for the biennium based on the amount of money available. Districts and charter schools may spend their allocated funds on instructional materials, technological equipment, and technology services.

Additional Information

The adoption cycle for foundation and enrichment subjects is available on the TEA website.
<http://tea.texas.gov/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=2147505353&libID=2147505347>

Statutory authority for the review and adoption of instructional materials is Texas Education Code, Title 2, Chapter 31.
<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.31.htm#31.001>

SBOE rule governing the review and adoption of instructional materials is Texas Administrative Code, Title 19, Part II, Chapter 66. <http://ritter.tea.state.tx.us/rules/tac/chapter066/>

Statutory requirements for courses of study are in Texas Education Code, Title 2, Chapter 28.
<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.28.htm>

SBOE rule governing curriculum requirements is Texas Administrative Code, Title 19, Part II, Chapters 74, 110–128, and 130.
<http://ritter.tea.state.tx.us/rules/tac/index.html>

Statement of Intent to Bid and Company Information Form

Purpose: The *Statement of Intent to Bid* (SOITB) serves as a publisher's official notification of its intention to submit materials for specific courses.

You must submit a *Statement of Intent to Bid* for any course for which you wish to submit instructional materials for review (TAC §[66.28\(b\)](#)). Do not submit multiple *SOITBs* for a course unless the content is different. If you wish to provide the same content in multiple media formats, only submit one *SOITB* and indicate the various media formats in the *Additional Media Formats* field. Do not submit different bids for different pricing options, subscription lengths, or media formats. You may submit one program in multiple subjects and/or courses. The product will be reviewed against each set of TEKS. The SBOE's adoption of the product in one subject or course does not guarantee adoption in any other subject or course.

Along with the *SOITB*, you must also submit a *Company Information Form* providing specific staff contact information. It is only necessary to provide the company information once, regardless of the number of *SOITBs* you submit. The company information must include the following:

- Home office address
- Main contact (for deliverables and state review purposes)
- Bids and contracts contact (for *Official Bids* and instructional materials contract purposes)
- Accessible materials contact (for NIMAS files)
- Production manager contact
- Sales contact (for new orders and for EMAT access)
- Customer service contact (for existing customers)

You are required to inform us of any changes to the staff contact information.

The *SOITB* must include detailed specifications regarding estimated TEKS coverage percentage and any system requirements included in an instructional materials submission. You will be given the opportunity to update the TEKS coverage percentage on the *Complete Description* and again on the correlations. The system requirements can be updated on the *Complete Description* and again on the *Official Bid*.

Submit the *SOITB* and your company contact information directly into EMAT.

Deadline

The *SOITBs* and company contact information must be submitted in EMAT by **5:00 p.m. CST on Friday, December 8, 2017**.

Note: Only those publishers that submit *SOITBs* by the deadline will be allowed to participate in the adoption.

Complete Description

Purpose: A *Complete Description* provides information about each component a publisher intends to use for TEKS coverage.

Submit a separate *Complete Description* for each media format and for each course for which a program is bid. Do not submit a separate *Complete Description* for different pricing options or subscription lengths. You will have the opportunity to provide that information in the *Official Bid*.

Your *Complete Description* must include a comprehensive list of components that will be used for TEKS coverage and must include unique ISBNs, preliminary prices, estimated TEKS coverage percentage, and other relevant information as indicated in the instructions. It should specify for whose use each component is intended (student, teacher, or both), media format (print, online, etc.) of each component, the system requirements for each component if different from the overall product, and whether each component is consumable. Do not include ancillaries or any other components that will not be submitted to the state review panels to demonstrate TEKS coverage. Only include information about the components that will be used for TEKS coverage at the review.

Deadline

Complete Descriptions must be submitted in EMAT by **5:00 p.m. CST on Friday, January 26, 2018**.

Pre-Adoption Sample Instructional Materials

Purpose: Pre-adoption samples provide the opportunity for the public, SBOE members, educators, and other interested parties to preview your product. They may review products for errors, quality, ease of use, applicability to the classroom, etc.

Submit one complete, electronic, pre-adoption sample copy of all instructional materials to TEA and one to each of the ESCs. You must ensure that all samples are complete versions of the final product. Samples must include all content intended to be in the final product, not just the content identified in the correlations. Electronic instructional materials, including internet-based products, must be fully functional for review purposes.

To facilitate the public review, the original version of the pre-adoption sample must remain available and unchanged throughout the entire adoption process. You may provide updated versions separately.

At the request of a school district, you must provide that district a complete electronic sample of submitted instructional materials and may also provide print sample copies. You must clearly mark all print samples you send to districts *Sample Copy—Not for Classroom Use*. Samples must be provided at no charge to districts. At the request of a SBOE member, you must provide either an electronic or print sample.

You must provide CDs/DVDs, PDFs, or user names and passwords for online materials to TEA and to each of the 20 ESCs. Electronic samples must allow for multiple simultaneous users and include a word-search feature.

If your materials are accessed through the internet, you must provide all information, including locator information and passwords, required to ensure access your programs. The access must remain available until final samples are submitted in May 2019. You may not require users to provide personal information (including name, address, phone number, district or school name, and email address) to view online samples, and you may not gather personal information from these viewing the samples. You may require a user to choose a username and password; however, an email address cannot be required as the username.

You are encouraged to add a draft watermark across samples to protect copyrighted information.

You must embed the *Correlations to the Texas Essential Knowledge and Skills and English Language Proficiency Standards* in all digital/electronic programs, including online programs. These correlations must link to the exact location of the content you believe sufficiently addresses each student expectation.

The subjects and courses have been placed into two groups:

| Group A: | Group B: |
|-----------------------------------|-----------------------------------|
| English Language Arts and Reading | Spanish Language Arts and Reading |
| Spelling (English) | Spelling (Spanish) |
| Handwriting (English) | Handwriting (Spanish) |
| Personal Financial Literacy | |
| English Learners Language Arts | |

Deadline

Pre-adoption samples for TEA for subjects and courses in Group A should be sent to review.adoption@tea.texas.gov by **5:00 p.m. CDT on Friday, April 6, 2018.**

Pre-adoption samples for ESCs for subjects and courses in Group A are due by **5:00 p.m. CDT on Friday, April 6, 2018.**

Pre-adoption samples for TEA for subjects and courses in Group B should be sent to review.adoption@tea.texas.gov by **5:00 p.m. CDT on Friday, May 18, 2018.**

Pre-adoption samples for ESCs for subjects and courses in Group B are due by **5:00 p.m. CDT on Friday, May 18, 2018.**

A list of the ESCs and contact information is available at [http://tea.texas.gov/Academics/Instructional Materials/Review and Adoption Process/Publisher Portal/](http://tea.texas.gov/Academics/Instructional_Materials/Review_and_Adoption_Process/Publisher_Portal/).

Affidavit of Authorship or Contribution

Purpose: *Affidavit of Authorship or Contribution* forms ensure that anyone involved in the creation, production, or development of instructional materials is appropriately identified. It also ensures compliance with 19 TAC §[66.28\(e\)\(1\) and \(f\)](#), which prohibit publishers from submitting materials for review that have been authored or contributed to by a current employee of TEA.

You must file an *Affidavit of Authorship or Contribution* for each instructional materials program submitted for adoption. The electronically signed affidavit must certify that each individual whose name is listed as an author or contributor of content contributed to the development of the materials. In the affidavit, you must also state in general terms each author's involvement in the development of the instructional materials. You must list each course/grade level if an identical program is submitted for more than one course.

The *Affidavit of Authorship or Contribution* form is available on the TEA website at http://tea.texas.gov/Academics/Instructional_Materials/Review_and_Adoption_Process/Publisher_Portal/.

The subjects and courses have been placed into two groups:

| Group A: | Group B: |
|-----------------------------------|-----------------------------------|
| English Language Arts and Reading | Spanish Language Arts and Reading |
| Spelling (English) | Spelling (Spanish) |
| Handwriting (English) | Handwriting (Spanish) |
| Personal Financial Literacy | |
| English Learners Language Arts | |

Deadline

Send one electronically signed copy of the *Affidavit of Authorship or Contribution* for subjects and courses in Group A to review.adoption@tea.texas.gov by **5:00 p.m. CDT on Friday, April 6, 2018**.

Send one electronically signed copy of the *Affidavit of Authorship or Contribution* for subjects and courses in Group B to review.adoption@tea.texas.gov by **5:00 p.m. CDT on Friday, May 18, 2018**.

Correlations to the TEKS & ELPS

Purpose: Correlations provide information regarding the specific locations in instructional materials where publishers believe the TEKS and ELPS are covered.

General Information

- You must use the correlation templates that are emailed from TEA. No other format will be accepted.
- The correlations are considered public information under Chapter 552 of the Texas Government Code, commonly referred to as the Public Information Act.
- The state review panels use the correlations you supply as their primary reference as they review the instructional materials. It is crucial that you supply carefully chosen, detailed, and accurate correlations. Poorly chosen correlations can result in a product's being determined to be ineligible for adoption.
- You must provide correlations for every product. If you submit the same product in different media formats, you must provide correlations for each format.
- You must also submit a preliminary correlation document for one course before final versions are due. This provides TEA an opportunity to provide you with feedback regarding the completion of the correlation document.
- If your product is digital, electronic, or online, you must embed the correlations in the program. The correlations for electronic programs must link to the exact locations of the content that you believe sufficiently addresses each student expectation. The correlations for print programs should indicate the exact location where you believe each student expectation is covered (e.g., page number, top of the page, second paragraph).
- The best, most closely aligned content should be provided in the correlations. Because teachers have access to both the material intended for students and the material intended for teachers, it is best to provide the same citations for both sets of material.
- A citation can only be accepted if it provides an opportunity for the teacher to teach the knowledge or skill in the material intended for a teacher, an opportunity for the student to learn the knowledge or skill in the material intended for a student or teacher, or an opportunity for the student to demonstrate the knowledge or practice the skill in the material intended for student or teacher use.
- Content in a caption or sidebar cannot be used to satisfy the requirements for coverage of TEKS.
- Content in a table of contents, appendices, including glossaries, or other front- or end-matter cannot be used to satisfy the requirement for TEKS coverage.
- You must provide a final TEKS coverage percentage on the *Correlations to the TEKS and ELPS* document. This information will be used during the state review panel meetings. It is crucial that you carefully consider the TEKS coverage percentage and specific citations. Only those products that are determined to meet at least 75% of the TEKS coverage percentage you

indicate and at least 75% of the designated ELPS will be eligible for new content at the review (TAC §[66.41](#)).

The TEKS Correlation Template

- Each template has one worksheet for both the student and teacher TEKS correlations. You must enter the locations where the TEKS are covered in the component(s) intended for student use on the rows labeled *Student/Teacher*. Teachers are expected to have access to the materials intended for student use. You may include additional citations for the component(s) intended for teacher use on the rows labeled *Teacher Only*, but do not provide duplicate citations in the *Teacher Only* rows.
- The TEKS correlation templates contain several columns: *Knowledge and Skills Statement*, *Student Expectation*, *Breakout*, *Item Type*, *Citation Type*, *Component ISBN*, *Page(s)*, and *Specific Location or Hyperlink to Location for Electronic Programs*.
- The correlation templates subdivide each of the student expectations into breakouts.
- Each breakout should be read in the context of the knowledge and skills statement.
- For a student expectation in the TEKS to be considered covered, each of its component breakouts must be covered twice in the components intended for student and for teacher use.
- For content standards to be considered covered, each breakout must be covered once in the student text narrative and once in an end-of-section review exercise, an end-of-chapter activity, or a unit text.

TEKS Worksheet Instructions

- Rows 1–4 are pre-populated. Enter your company name, program title, program ISBN, and TEKS coverage percentage in rows 5–8. This information must be identical to your submitted complete descriptions.
- Though only two citations are required for each breakout, the correlation template contains ten rows for each breakout to provide you an opportunity to include additional citations, including citations that apply only to components intended for teacher use, if you choose. Please provide only one citation per row.
- The *Citation Type* column in the first row of each breakout reads *Narrative* for student text narrative. In this row, indicate one required citation for the student text narrative (or its electronic equivalent).
- The *Citation Type* column in the second and third rows of each breakout reads *Activity* for an end-of-section review exercise, end-of-chapter activity, or unit test (or their electronic equivalents).
- The *Citation Type* column in the remaining three rows of each breakout contains a drop-down menu with two options: *Narrative* and *Activity*. In each row that has a citation, please choose the appropriate option from the drop-down menu. Select *Activity* if the citation is for an end-of-section review exercise, end-of-chapter activity, or unit test (or their electronic equivalents).

- In the *Component ISBN* column, please provide the ISBN of the component that contains the content being cited.
- In the *Page(s)* column, please provide the page number(s) that contains the content being cited.
- In the *Specific Location* column, please provide the exact location where the content can be found. Please be as specific as possible. For print products, describe where the reader can find the content (e.g., third paragraph). For electronic products, you must include a hyperlink to the content.

The ELPS Correlation Template

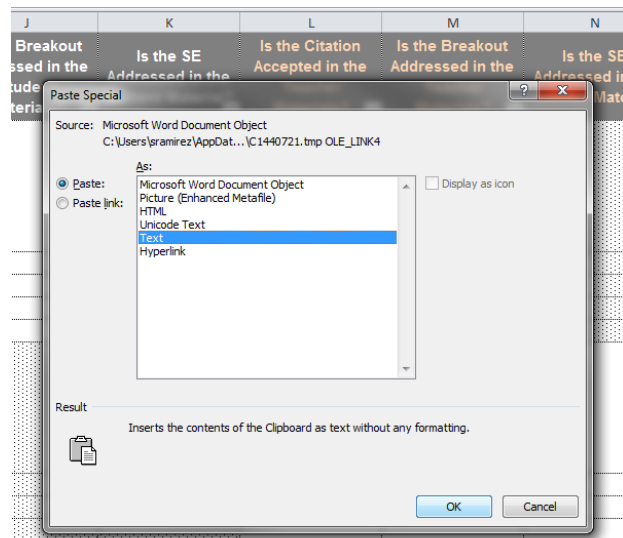
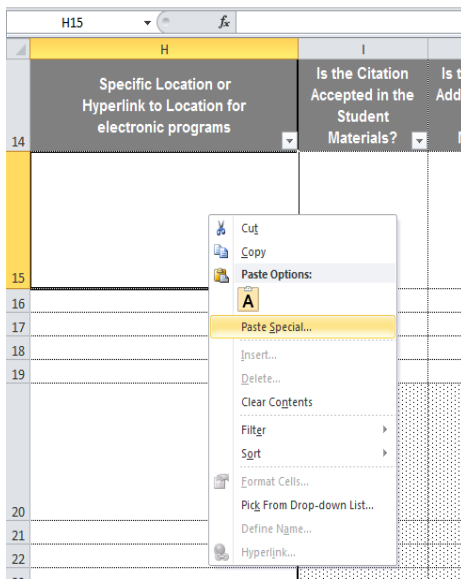
- The form contains one worksheet for the student ELPS correlations and a separate worksheet for the teacher ELPS correlations. Citations are only required for the ELPS that are not grayed out.
- The ELPS correlation templates contain several columns: *Knowledge and Skills Statement*, *Student Expectation*, *Breakout*, *Required Grade Level*, *Component ISBN*, *Page(s)*, and *Specific Location or Hyperlink to Location for Electronic Programs*.
- All materials must cover 100% of the required ELPS in both the material intended for student and the material intended for teacher use.
- For a student expectation in the ELPS to be considered covered, each of its component breakouts must be covered once in both the components intended for student and teacher use as applicable.

ELPS Worksheet Instructions

- Rows 1–4 are pre-populated and the information in rows 5–8 will automatically transfer from the information in the TEKS worksheet.
- Though only one citation is required for each breakout, the correlation template contains five rows to provide you an opportunity to include additional citations. Please provide only one citation per row.
- In the *Component ISBN* column, please provide the ISBN of the component that contains the content being cited.
- In the *Page(s)* column, please provide the page number(s) that contains the content being cited.
- In the *Specific Location* column, please provide the exact location where the content can be found. Please be as specific as possible. For print products, describe where the reader can find the content (e.g., third paragraph). For electronic products, you must include a hyperlink to the content.

Submission Instructions

- You must submit a preliminary correlation for one course with at least two pages of the correlation document completed. This is so we can verify that you are completing the documents correctly.
- You must complete and return one final correlation for each product and each format.
- Pasting from MS Word into the MS Excel form can cause the Excel cells to lock. This can be avoided by using Excel's *Paste Special* feature. After copying the information from MS Word, select the *Edit* menu, then *Paste Special* in the Excel template and choose *As Text*.



- Name each file using the following naming convention: [First four letters of your company name]_[Course/Subject and Grade]_[Correlations][Last four digits of ISBN]_[Media Format]_[ISBN]. Media format should be print, digital, or hybrid. Use the first initial of the media format. EXAMPLE: Publ_ELAR1_Correlations1234_D

The subjects and courses have been placed into two groups:

| Group A: | Group B: |
|-----------------------------------|-----------------------------------|
| English Language Arts and Reading | Spanish Language Arts and Reading |
| Spelling (English) | Spelling (Spanish) |
| Handwriting (English) | Handwriting (Spanish) |
| Personal Financial Literacy | |
| English Learners Language Arts | |

Deadline

Send electronic preliminary correlations for one course to review.adoption@tea.texas.gov by **5:00 p.m. CDT on Friday, February 23, 2018.**

Send completed electronic final correlations for subjects and courses in Group A to review.adoption@tea.texas.gov by **5:00 p.m. CDT on Friday, April 6, 2018.**

Send completed electronic final correlations for subjects and courses in Group B to review.adoption@tea.texas.gov by **5:00 p.m. CDT on Friday, May 18, 2018.**

Pre-Adoption Samples for State Review Panel (SRP) Meetings

Purpose: Pre-adoption samples provide reviewers full access to your product during the state review panel meetings. These samples, whether print or electronic, should be easy to navigate and directly align with the correlation documents you've provided.

Sampling and Hardware Requirements

Usually, three to five panel members will review each submission. You must provide sample copies of each component used to cover TEKS for each member of the state review panel. You have the option to provide print samples, electronic samples in an open-file or closed-file format, or galley proofs. If you confirm that identical content has been submitted in multiple formats, the content will only be reviewed once. You will be permitted to choose which format will be reviewed by the panels.

Samples provided to the state review panel must include all content intended to be in the final product, not just the content identified in the correlations. Electronic instructional materials, including internet-based products, must be fully functional for review purposes.

You must provide any hardware or special equipment required for your materials during the review. Only those items listed on your *Complete Description* may be included. No letters, promotional brochures, business cards, ancillaries, or other materials are permitted at the state review panel meetings.

If your material is electronic, you must embed correlations within your products. If your material is print, you must provide hard copies of the correlations. If you wish to provide print materials for the state review panels, you must arrange for the shipment and set-up of materials prior to the start of the state review panel meetings. Shipment of print versions of samples must include only components used to document TEKS coverage. TEA will schedule a specific time for setting up.

You may not require users to provide personal information (including, but not limited to name, address, phone number, district or school name, and email address) to view online samples, and you may not gather information from those viewing the samples. You may require a user to choose a username and password to register, but you cannot require that the username be an email address. You may add a draft watermark to protect copyrighted information.

After the panels conclude their review of the samples, the commissioner will prepare a report regarding each program's eligibility for adoption.

No-Contact Period

You may not contact, directly or indirectly, any person who has been appointed to serve on the state review panel or who is being considered for appointment to the state review panel. The no-contact period begins with TEA's initial communication to prospective panel members

regarding a possible appointment and ends when the list of instructional materials eligible for adoption is posted on TEA's official website.

You may not solicit input on new or revised content from a member of a state review panel for a product the panelist reviewed while the product is being considered or even after the product has been adopted or rejected.

Expectations during SRP Meetings

TEA encourages you and members of your editorial staff to attend the state review panel meetings. You may be asked to respond to questions about your submitted programs. You are welcome to attend the orientation sessions which are typically held on the first day. TEA staff will host a publisher meeting during the state review panel meetings to provide you with information about the review process and to answer additional questions you may have.

You are not allowed in the SRP meeting room while the reviewers are working or without the accompaniment of TEA staff, except during orientation and daily announcements. Announcements are typically made each morning and afternoon. TEA staff will let you know when announcements will begin each day.

You are responsible for all expenses incurred by your participation in the review and adoption process. The state does not guarantee return of sample instructional materials or packaging.

You will receive preliminary reports from TEA staff with information from the state review panel about the TEKS and ELPS coverage percentage of your product(s) during the review meetings. Following the review, you will receive a final, unfiltered evaluation instrument, including any errors or editorial changes identified by the state review panels.

Deadline

The meetings will be held at the [Crowne Plaza Austin](#) on the following dates:

July 9–13, 2018

- English language arts and reading, grades 4–8
- Spanish language arts and reading, grades 4–6
- Personal Financial Literacy

July 16–20, 2018

- English language arts and reading, grades K–3
- Spanish language arts and reading, grades K–3

TEA will provide detailed instructions regarding the delivery deadline for the state review panel pre-adoption samples and correlations.

Deadlines for New Content and/or New Correlations During State Review Panel Meetings

Purpose: Specific rules outlining the process for providing new content and/or correlations are necessary to ensure participating publishers receive equal treatment during the review. Following this process guarantees that each product receives an initial review at the SRP meeting.

Upon the completion of the initial review of each product, you will receive a *TEKS Not Addressed Report*. If you meet the requirements described in 19 TAC §[66.41](#), you will be given the opportunity to submit new content and/or new correlations in order to address TEKS the panel determined were not covered. To be eligible to have new content reviewed, an instructional product, upon its initial review, must be identified as meeting at least 75% of the TEKS coverage percentage that you indicated on the correlations submitted for that product and at least 75% of the ELPS designated for the course and grade level.

You must notify TEA of your intent to submit new content and/or new correlations within 24 hours of receiving the *TEKS Not Addressed Report*. If you do not meet the requirements to submit new content, you have one opportunity to request an additional review. The request must be submitted in writing within 24 hours of receiving the *TEKS Not Addressed Report*. Upon receipt of the request for an additional review, TEA will assign the product to a new review panel who will be asked to review all the citations that were rejected by the previous panel. To make your review go smoothly, you will want to submit new content and/or new correlations or a request for an additional review as quickly as possible and to communicate regularly with TEA.

Upon conclusion of the review, any new content and/or new correlations presented during the review and accepted by the review panel must be provided electronically to TEA and each of the 20 ESCs to be made available to the public along with the original pre-adoption sample. The original pre-adoption sample may not be modified in any way. New content and/or new correlations will be posted to the TEA website along with the original sample. The purpose of this requirement is to ensure the transparency of the review and adoption process by allowing members of the public to review changes made in response to state review panel feedback.

Deadlines

During the review, you must submit a written request for an additional review within 24 hours of receiving the *TEKS Not Addressed Report*. You must also notify TEA of your intent to submit new content or new correlations within 24 hours of receiving the *TEKS Not Addressed Report*.

New content and new correlations provided to and approved by the state review panels during the summer review must be sent electronically to review.adoption@tea.texas.gov and to each of the 20 ESCs no later than **5:00 p.m. CDT on Friday, August 31, 2018**.

A list of the ESCs and contact information is available at

[http://tea.texas.gov/Academics/Instructional Materials/Review and Adoption Process/Publisher Portal/](http://tea.texas.gov/Academics/Instructional_Materials/Review_and_Adoption_Process/Publisher_Portal/).

List of Corrections

Purpose: The list of publisher corrections will be combined with the list of errors reported by the state review panels to create the list of required corrections.

You must provide a complete list of corrections and editorial changes, including error corrections and technical edits that you expect to make and new content that you intend to add to materials submitted for review. Any changes you make must be documented on the Excel form. The list must also contain responses to errors identified by the state review panel.

The *Identification of Corrections and Editorial Changes* Excel form will be provided to you via email by TEA.

If you believe that no corrections or editorial changes are necessary, you must still complete the form and indicate that no corrections or editorial changes are necessary.

Deadline

Send an electronic copy of the *Identification of Corrections and Editorial Changes* for each submitted course to review.adoption@tea.texas.gov before **5:00 p.m. CDT on Friday, August 31, 2018**.

Report on Interoperability and Ease of Use

Purpose: The *Report on Interoperability and Ease of Use* gathers information from publishers regarding a program's ability to work with different systems and can be used by districts to determine a product's compatibility with existing district technology.

You must file a *Report on Interoperability and Ease of Use* for each instructional materials program submitted for adoption. The electronically signed report provides information about your product's interoperability and ease of use to the SBOE and districts.

The *Report on Interoperability and Ease of Use* is available on the TEA website at http://tea.texas.gov/Academics/Instructional_Materials/Review_and_Adoption_Process/Publisher_Portal/.

Deadline

Send an electronically signed copy of the *Report on Interoperability and Ease of Use* for each submitted program to review.adoption@tea.texas.gov before **5:00 p.m. CDT on Wednesday, June 6, 2018**.

Show-Cause Hearing Requirements

Purpose: The show-cause hearing is a formal opportunity for a publisher to present evidence that the preliminary report does not accurately reflect the extent to which the content provided to the state review panels addresses the required TEKS or designated ELPS. The show-cause hearing is not a forum to address complaints alleging procedural irregularities or violations of statutes or rules.

Instructions

Following the state review panel meetings, the commissioner of education will issue a preliminary report based on the reports of the state review panel which lists the TEKS and ELPS coverage percentage for each product. If you are not satisfied with the preliminary report, you may request a show-cause hearing, if eligible. You will be notified of your eligibility.

To be eligible to request a show-cause hearing, a product must have met the eligibility requirements to submit new content during the review and, upon completion of the final review, be identified as meeting one of the following:

- At least 95% of the TEKS coverage percentage indicated on the correlation document for that product
- Less than 50% of the TEKS for the subject and grade for which the product is intended
- Less than 100% of the ELPS designated for the subject and grade for which the product is intended.

Show-cause hearings are held at the Texas Education Agency at 1701 N. Congress Ave., Austin, TX 78701-1494.

Deadline

If eligible, you must file a request for a show-cause hearing by **5:00 p.m. CDT on Friday, September 7, 2018**. Show-cause hearing requests should be sent electronically to review.adoption@tea.texas.gov.

Participation in the Public Hearing and Responses to Written Comments

The SBOE permits the public to submit written comments regarding instructional materials submitted for adoption. Comments and errors must be submitted using the [Public-Reported Factual Errors Submission Form](#).

The SBOE will also hold at least one public hearing at which members of the public may provide oral testimony regarding instructional materials submitted for consideration. You may provide responses to public testimony at this hearing.

Additionally, you may make content changes in response to public comments. These changes must be documented on the *Identification of Corrections and Editorial Changes*.

An archived webcast of the public hearing will be available on the TEA website.

Prior to the public hearing, TEA will post written comments and lists of alleged factual errors to the TEA website.

Following the public hearing, TEA will post content changes to be made in response to public comment to the TEA website.

Deadline

Reports of alleged factual errors and official written comments received by **Friday, August 31, 2018**, will be presented to the SBOE at the September meeting and posted to the TEA website. Reports of alleged factual errors and written comments received after the deadline will be forwarded to the SBOE. Members of the public who would like to provide oral testimony must register in accordance with registration procedures in the [SBOE Operating Rules, §2.10](#) (relating to Oral Public Testimony in Connection with Regular Board and Committee Meetings).

You have 10 working days after the close of the September public hearing to file responses to official written comments and public-reported factual errors from Texas residents and to testimony presented at the hearing. Respondents must file all documents by 5:00 p.m. CDT. Responses should be sent to review.adoption@tea.texas.gov.

You must submit any changes you intend to make in response to additional public comment by **5:00 p.m. CST on Tuesday, November 6, 2018**. Publisher responses will be posted on the agency website on Thursday, November 8, 2018.

You must submit any changes you intend to make in response to public testimony made at the November SBOE meeting by **5:00 p.m. CST on Wednesday, November 14, 2018**.

Requirements for the Production of Accessible Instructional Materials

Purpose: By meeting these requirements, publishers help to ensure that all students have equal access to adopted instructional materials.

If your materials are print, you must provide electronic files of your adopted programs to facilitate the production of braille, large-print, and audio versions. The electronic files must conform to the National Instructional Materials Accessibility Standard (NIMAS), the purpose of which is to help increase the availability and timely delivery of print instructional materials in accessible formats to students with visual impairments. The *NIMAS Technical Specification v1.1* can be found at http://aem.cast.org/creating/nimas-technical-specification-annotated.html#VfxEupfN6_M.

You should email nimac@aph.org to request an account, if you do not have one established. The National Instructional Materials Access Center (NIMAC) will provide instructions on how to set up an account and how to submit files. You may be required to provide a sample NIMAS file to the NIMAC for review before NIMAC gives you an account. Specific information and resources, including a list of frequently asked questions, can be found at the NIMAC web site: <http://www.nimac.us/publishers-conversion-houses/>.

NIMAS files are required for all student print components included on the *Official Bid*, not just those used for TEKS coverage, to facilitate the production of braille, large-print, and audio versions. NIMAS files, along with three print copies of the adopted student material must be submitted to the designated braille producer.

If the requirements for providing electronic files for the production of braille, large-print, and audio versions of print materials are not met for any specific product, that product will be removed from the adopted list. The product will be returned to the adopted list (and EMAT) when the publisher provides the required files.

You must provide an accessibility compliance report, produced by a reputable third party, for each electronic component. You are responsible for contracting with a third party to complete the accessibility compliance report by the deadline established in the *Schedule of Adoption Procedures*. You are strongly encouraged to develop your product with the required accessibility in place rather than attempting to bring a fully developed product into compliance with accessibility standards. Third-party vendors typically take at least three to four weeks to complete an accessibility report. You are encouraged to begin searching for a third-party vendor to complete their report at least two to three months prior to the deadline.

The report must verify that the components follow Web Content Accessibility (WCAG) 2.0 AA standards and technical standards required by the Federal Rehabilitation Act, Section 508. The Web Content Accessibility (WCAG) 2.0 AA standards can be accessed at <http://www.w3.org/standards>.

You may determine the total number of pages to be included in the audit.

When testing the accessibility of the materials, the third-party tester must do the following:

- Use automated web accessibility evaluation tools to analyze the selection of pages and note any problems indicated by the tools
- Manually check a percentage of the pages to determine that form labels and alternative text on images and graphs is appropriate
- Manually check all pages with dynamic content, forms, or other applications
- Determine whether all page content and controls can be accessed, operated, and reset when necessary using only a keyboard
- Examine pages with graphical user interface (GUI) browsers (e.g., Internet Explorer, Firefox, Netscape, and others) while listening to the page with screen-reader software
- Report all findings to TEA electronically in an Excel workbook
- Employ and include documentation of the experience of real users with disabilities for manual testing

The report must be based on an audit testing the accessibility of the materials and must include, at a minimum, the following:

- Third-party vendor cover page that includes the publisher name, program title, program ISBN, subject area, and course/grade level of adopted material
- Third-party vendor contact information
- Date report was started and completed
- Total number of pages tested, including the home page people use to enter the site, one randomly selected page with at least one table or form, one randomly selected page with a least one informative image, such as a map or graph, and at least one page from each component within the program
- List of issues identified (if any) and how publisher is working toward correcting them
- Confirmation from publisher that the third-party vendor conducted the activities outlined below and on page 17 of *Proclamation 2019*

Failure to provide a report verifying that a product meets the required accessibility standards will result in that product's removal from the adopted list. The product will be returned to the adopted list (and EMAT) when the publisher provides the report verifying that the product meets the required accessibility standards. Materials that are not fully accessible to students with disabilities as indicated by the independent accessibility audit report will be removed from the adopted list.

If you provide access to materials to students with disabilities through an alternative format, you must include a link to that material on the entrance page of the main product. All content within a package must be made accessible, not just content used for TEKS-coverage. Page A-1 of the Appendix in *Proclamation 2019* provides additional information regarding the requirements related to accessible instructional materials.

Deadlines

Following the SBOE's adoption of instructional materials at the November 2018 meeting, you must provide three copies of the adopted student materials, one copy of the digital files, and a screen shot from your copy of the NIMAC Validation Wizard showing that the file has successfully passed validation with "0 errors, 0 warnings" for both the XML file and OPF file.

TEA will provide the contact information of the designated braille producers by **Friday, January 11, 2019**. You must provide the required materials and information to the designated braille producers by **5:00 p.m. CDT on Friday, January 25, 2019**.

TEA will provide the contact information of the designated large-print and audio producers by **Friday, April 19, 2019**.

If you made any corrections or edits to your materials after sending your original NIMAS files and print copies, you must submit three corrected copies of the adopted student materials and a list of changes that have been made to each designated large-print, audio, and braille producer. You must also send the corrected NIMAS files to both the designated braille producer and the NIMAC. All materials must be submitted before **5:00 p.m. CDT on Friday, May 3, 2019**. TEA and the NIMAC will coordinate to ensure that a final corrected file is uploaded to the NIMAC.

If you did not make any corrections or edits to your materials after sending the original NIMAS files and print copies, you must notify TEA and each designated large-print, audio, and braille producer before the deadline that no changes have been made.

The accessibility compliance report is due to review.adoption@tea.texas.gov by **5:00 p.m. CDT on Friday, May 3, 2019**. You are responsible for contracting with third party to complete the report.

Official Bid (Exhibit A) and Order Processing Information Form

Purpose: Official bids detail the overall program price, as well as individual component prices, of adopted instructional materials. Pricing will be in place for 8 years with the option to extend for an additional 4 years. Publishers must also inform TEA how they plan to process their orders.

By submitting an *Official Bid*, you are making an offer to provide a specific instructional materials package to districts and charters in Texas at a specific price. The *Official Bid* will become *Exhibit A* of the *Texas Education Agency Standard Contract*.

You must submit at least one *Official Bid* for each product, listing each component that will be offered and giving the official bid price of the instructional materials. Each package option must have a separate bid. Each instructional material offered as part of a bundle must also be available for purchase individually (TAC §[66.27\(g\)\(6\)–\(7\)](#)).

If you are submitting bid forms for eight-year subscriptions, please use the expiration of the subscription in the title rather than the length of the subscription in years. All other subscription lengths should include the number of years. For example, a one-year subscription might be titled *Accounting I, Texas Edition (1-year subscription)*. An eight-year subscription might be titled *Accounting I, Texas Edition (Through SY 2026–27)*.

The *Official Bid* must be submitted in EMAT. If you do not submit any bids by the initial deadline of **Friday, September 28, 2018**, you could be removed from the adoption process. You must submit at least one *Official Bid* for each program by the initial deadline to be eligible to submit any supplemental bids.

If you meet the initial bid deadline, you will be able to add supplemental bids in EMAT until **Friday, January 25, 2019**. The option to submit supplemental bids allows you to respond to the needs of districts.

Additional information about pricing options and flexibility will be included with the instructions for the *Official Bid*.

Along with the *Official Bid*, you must also submit an *Order Processing Information Form* providing information on how you plan to process your orders. You may choose to use a depository or fulfill your own orders.

If you wish to use our depository, contact Archway SCM LLC Depository at (214) 452-6310 or chastity_gulley@archway.com.

If you choose not to use a depository, you must use EMAT. The new sales contact indicated on your *Company Information Form* will receive notifications of orders. You may also have an electronic data interchange (EDI) compliant system to receive and fill orders.

You are required to inform us of any changes in your plans.

The intrastate (within the state of Texas) freight, shipping, and expenses associated with delivering the adopted instructional materials to the districts and charter schools will be paid by the state, subject to the requirements of the instructional materials contract. The state does not pay for out-of-state shipping costs.

Contact

For information about depositories, EMAT, and EDI compliance, contact

Janet Warren
Distribution and Accessibility Director
Instructional Materials Division
(512) 463-9601
janet.warren@tea.texas.gov

Deadlines

The initial *Official Bids and Order Processing Information Form* are due in EMAT by **5:00 p.m. CDT on Friday, September 28, 2018.**

Supplemental bids are due in EMAT by **5:00 p.m. CST on Friday, January 25, 2019.**

Requirements Related to the Error Review Process

Purpose: Publishers are obligated, as a condition of adoption, to ensure that instructional materials are free from factual errors.

In October 2018, the commissioner of education will issue a comprehensive report of factual errors that must be corrected in the instructional materials under consideration for adoption.

The report is a compilation of the errors reported by the state review panels and those you report. You are required to disclose all known factual errors.

You must submit the *Certification of Editorial Review* by **Friday, August 24, 2018**, affirming that instructional materials have been edited for accuracy, content, and compliance with requirements of the proclamation. You must submit one form for each product bid. It is not necessary to submit a separate form for each format of each product (e.g., print version, online version).

Prior to the November 2018 SBOE meeting, you must submit the *Certificate of Intent to Correct* by **Friday, October 19, 2018**, affirming that all corrections included in the *Report of Required Corrections* will be made.

You must correct all factual errors prior to sending the adopted instructional materials to schools. The *Publisher's Affidavit of Correction* confirms that all errors have been corrected. You must submit one *Certificate of Intent to Correct* and one *Publisher's Affidavit of Corrections* for each product included on the *Report of Required Corrections* by **Friday, May 3, 2019**.

The *Certification of Editorial Review*, *Certificate of Intent to Correct*, and *Publisher's Affidavit of Correction* forms will be available on the TEA website at http://tea.texas.gov/Academics/Instructional_Materials/Review_and_Adoption_Process/Publisher_Portal/.

In the summer of 2019, TEA will conduct an audit of adopted instructional materials to confirm that all known factual errors have been corrected and will report any uncorrected errors to the SBOE, who may assess penalties.

Deadlines

Send one electronically signed copy of the *Certification of Editorial Review* to review.adoption@tea.texas.gov by **5:00 p.m. on CDT on Friday, August 24, 2018**.

Send one electronically signed copy of the *Certificate of Intent to Correct* to review.adoption@tea.texas.gov by **5:00 p.m. on CDT on Friday, October 19, 2018**.

Send one electronically signed copy of the *Publisher's Affidavit of Correction* to review.adoption@tea.texas.gov by **5:00 p.m. CDT on Friday, May 3, 2019**.

Publisher's Disclosure of Campaign Contributions and Gifts

Purpose: The *Publisher's Disclosure of Campaign Contributions and Gifts* brings publishers into compliance with SBOE Operating Rule 4.3, which requires publishers to report gifts made to current or potential SBOE members.

According to the [SBOE Operating Rule 4.3](#), you must disclose any political contributions made in the preceding four years to a candidate for or current member of the Texas SBOE.

Deadline

Send one electronically signed copy of the *Publisher's Disclosure of Campaign Contributions and Gifts* to review.adoption@tea.texas.gov by **5:00 p.m. CDT on Friday, October 19, 2018**.

Register of Contact

Purpose: The *Register of Contact* brings publishers into compliance with 19 TAC §[66.4](#), which requires publishers to disclose any contact they may have had with members of the SBOE throughout the review and adoption process.

You must complete a *Register of Contact* form to record all contact with members of the SBOE from **January 31, 2017**, to the due date. You must disclose the time, date, location, and purpose for each communication with a member of the SBOE.

You must submit this form even if you have not had contact with members of the SBOE. In that case, the form must indicate that no contacts were made and be signed by a company official. If contacts were made, each individual from your company must record his or her contact on a separate form.

The *Register of Contact* form is available on the TEA website at [http://tea.texas.gov/Academics/Instructional Materials/Review and Adoption Process/Publisher Portal/](http://tea.texas.gov/Academics/Instructional_Materials/Review_and_Adoption_Process/Publisher_Portal/).

Deadline

Send one electronically signed copy of the *Register of Contact* form to review.adoption@tea.texas.gov before **5:00 p.m. CST on Friday, December 14, 2018**.

Form 1295 Certificate of Interested Parties

Purpose: In accordance with HB 1295 (84th Texas Legislature, 2015), *Form 1295 Certificate of Interested Parties* incorporates new reporting requirements that companies must meet before conducting business with the state.

You must complete a *Form 1295 Certificate of Interested Parties* upon entering into a contract with the SBOE. Completed forms will be posted to the Texas Ethics Commissions' website. You may contact TEA Contracts office at TEAcontracts@tea.texas.gov if you have questions.

Deadline

Send one electronically signed copy of the *Form 1295 Certificate of Interested Parties* to review.adoption@tea.texas.gov before **5:00 p.m. CST on Friday, January 25, 2019**.

Failure to provide the required form by the deadline will result in the contract not being executed.

Certification of Compliance with Manufacturing Standards

Purpose: The *Certification of Compliance with Manufacturing Standards* form documents publishers' adherence to established manufacturing standards for print and electronic components of their adopted materials.

You must ensure that all instructional materials comply with the standards in the latest edition of *Manufacturing Standards and Specifications for Textbooks (MSST)*, developed by the State Instructional Materials Review Association. Understanding the standards found in the *MSST* before final copies of instructional materials are produced is important. Instructional materials that do not meet the standards will not be made available for order through EMAT. To get a copy of the *MSST*, please visit <http://www.bmibook.org/acts/msst/>.

To certify that all adopted materials meet the minimum manufacturing standards for each print component intended for student use and each electronic media component intended for student and teacher use, you must submit the *Certification of Compliance with Manufacturing Standards* form.

The *Certification of Compliance with Manufacturing Standards* form will be available on the TEA website at http://tea.texas.gov/Academics/Instructional_Materials/Review_and_Adoption_Process/Publisher_Portal/.

Deadline

Send one electronically signed copy of the *Certification of Compliance with Manufacturing Standards* form for each print student component and each electronic student and teacher component that was used to provide TEKS coverage in the program adopted by the SBOE to review.adoption@tea.texas.gov by **5:00 p.m. CDT on Friday, May 3, 2019**.

Failure to provide the required form by the deadline will result in the product's removal from the adopted list.

Post-Adoption Corrected Instructional Materials

Purpose: TEA and the 20 ESCs are each required to maintain a copy of all adopted instructional materials and to make them available for public review.

Post-adoption corrected instructional materials must be final, complete versions of your materials, incorporating any updates, revisions, and corrections made throughout the review and adoption process, and must be representative of the materials that will be provided to school districts after purchase. Access to your adopted program must remain available throughout the contract period.

Submit one complete, electronic sample of all adopted instructional materials to TEA and one to each of the 20 ESCs. Corrected copies may be provided in an open- or closed-file format. At the request of a school district, you must provide an electronic sample of adopted instructional materials.

You must clearly mark all print samples sent to districts *Sample Instructional Materials: Proclamation 2019*. All samples must be provided free of charge.

If your materials are internet based, you must provide all information, including locator information and passwords, required to ensure access to your program(s). It is your responsibility to notify TEA and each of the ESCs if the login information changes.

TEA may also require additional corrected copies of your adopted instructional materials for contracted reviewers, members of the SBOE, and others. TEA will provide delivery instructions and deadlines for each individual request.

Only CD/DVD post-adoption samples should be mailed to TEA and the ESCs. Print samples will not be accepted. Please do not send hard copies of the locator information and passwords.

Deadline

Post-adoption samples for TEA should be sent to review.adoption@tea.texas.gov by **5:00 p.m. CDT on Friday, May 3, 2019**.

Post-adoption samples for ESCs are also due by **5:00 p.m. CDT on Friday, May 3, 2019**. A list of the ESCs and contact information is available at [http://tea.texas.gov/Academics/Instructional Materials/Review and Adoption Process/Publisher Portal/](http://tea.texas.gov/Academics/Instructional_Materials/Review_and_Adoption_Process/Publisher_Portal/).

Failure to provide the required post-adoption samples by the deadline will result in the product's removal from the adopted list.

Mailing Address (for CD/DVDs only)

Review and Adoption, Instructional Materials Division
Texas Education Agency
1701 North Congress Ave, Room 3-110
Austin, Texas 78701-1494

State of Texas Standard Contract

Purpose: The publisher contract establishes the instructional materials a publisher is obligated to offer to Texas public schools, the price at which those materials will be offered, and the specific terms under which they will be offered.

Following the November 2018 meeting, the SBOE will offer an eight-year contract to each publisher of adopted instructional materials. You will receive one contract that covers all your adopted programs. The contract will provide for the purchase or licensing of adopted instructional materials at a specific price. The price is determined by the *Official Bid* and may not be higher than the lowest price offered to any other state, school, or school district. You must agree to the terms of the contract to have your product(s) available to districts through EMAT.

The contracts must be signed by an authorized representative, and you must provide proof of the signer's authority when returning a contract. Signed and returned contracts will be signed by the chair of the SBOE and attested to by the commissioner of education. Original contracts are filed with TEA; signed electronic copies will be sent to you.

Deadline

Return the signed contracts by the date specified on the cover letter.

Delivery

Send contracts to

Review and Adoption
Instructional Materials Division
Texas Education Agency
1701 North Congress Ave, Room 3-110
Austin, Texas 78701-1494
review.adoption@tea.texas.gov

Conducting Business with the State of Texas

To process payments for instructional materials, the State of Texas must have specific information, such as Tax Identification Numbers and routing numbers for financial institutions. This information is required to conduct business with the state and to establish the requisite entries in EMAT and the Centralized Accounting and Payroll/Personnel System (CAPPS).

Completing Application for Texas Identification Number

If you are new to the Texas review and adoption process, you are required to apply for a Texas Identification Number to gain access to EMAT and submit bids. You should receive your identification number within three to five business days of the submission of your form.

The *Application for Texas Identification Number* form will be available on the TEA website at http://tea.texas.gov/Academics/Instructional_Materials/Review_and_Adoption_Process/Publisher_Portal/.

Completing Direct Deposit Authorization

Following the November 2018 SBOE meeting, TEA will contact you with instructions on how to apply for direct deposit which is a direct method of payment for instructional material orders placed through EMAT. Direct deposit is highly recommended but not mandatory. If you decide not to set up direct deposit, you will be paid by a warrant (state check) via the U.S. Postal Service.

Promptly notify TEA of any changes in the information provided to establish payments, including organizational name changes, mergers or divestitures, or a change in your financial institution. Please provide at least 45–60 days' notice before closing an account to which payments are made.

Deadline

Send one electronically signed *Application for Texas Identification Number*, if you do not already have an ID, to review.adoption@tea.texas.gov by **5:00 p.m. CST on Friday, August 31, 2018**.

To avoid a delay in payment for instructional materials, send one electronically signed *Direct Deposit Form* to review.adoption@tea.texas.gov by **5:00 p.m. CST on Friday, January 25, 2019**.

Contact

For information about payments, please contact

Distribution and Accessibility
Instructional Materials Division
(512) 463-9601
instructional.materials@tea.texas.gov

Responsibility for Back-Ordered Instructional Materials

If you have materials adopted, you will begin distributing them to school districts and charter schools between June and August 2019. You must ensure that adopted materials are in stock and available for distribution for the life of the adoption. If you must place adopted materials on back order, you are required to notify the affected school districts of the expected ship date for each title and report the number of back-ordered materials to TEA.

All reports of backorders are presented to the SBOE for possible penalties.

Contact

For information about back-orders contact

Janet Warren
Distribution and Accessibility Director
Instructional Materials Division
(512) 463-9601
janet.warren@tea.texas.gov

Substitutions and Content Updates to Adopted Instructional Materials

Purpose: Publishers must follow specific procedures to update content in or to offer a new edition of adopted instructional materials in order to comply with 19 TAC §[66.75](#).

If you wish to update your adopted material, you must submit a written request for approval to TEA. The written request must include an electronic sample and an updated *Correlation to the TEKS and ELPS* document. You will also be asked to complete a side-by-side document to explain your changes.

All requests for updates that affect content used to make your product adoptable must be approved by the SBOE. Proposed changes are posted to the TEA website for a minimum of seven days prior to approval by the SBOE.

Requests to update content that was not initially used in determining your product's TEKS coverage must be approved by TEA. You may not add new internet links or redirect users without the approval of TEA.

With prior approval, you may, at any time, make changes that do not affect a product's TEKS coverage, such as technical enhancements or improvements that do not add or change content (19 TAC §[66.75](#)).

Contact

To submit an update or substitution request, or receive further information contact

Review and Adoption
Instructional Materials Division
(512) 463-9601
review.adoption@tea.texas.gov

References

Proclamation 2019

<http://tea.texas.gov/WorkArea/DownloadAsset.aspx?id=51539614528>

Publisher Portal

https://tea.texas.gov/Academics/Instructional_Materials/Review_and_Adoption_Process/Publisher_Portal/

Texas Essential Knowledge and Skills

<http://tea.texas.gov/curriculum/teks/>

Texas Administrative Code, Chapter 66

<http://ritter.tea.state.tx.us/rules/tac/chapter066/index.html>

Texas Education Code, Chapter 31

<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.31.htm#31.001>

Web-Based Publishing Standards

<http://www.w3.org/standards/>

Federal Rehabilitation Act, Section 508

<http://www.section508.gov/>

Manufacturing Standards and Specifications for Textbooks

<http://www.bmibook.org/acts/msst/>

NIMAS 1.1 The Technical Standard

<http://aem.cast.org/creating/nimas-technical-specification-annotated.html#.WIJzxIMrJtQ>

Texas Education Agency Curriculum Staff

http://tea.texas.gov/Academics/Curriculum_Staff_Directory/

Texas Education Agency Instructional Materials Staff

https://tea.texas.gov/Academics/Instructional_Materials/Instructional_Materials_Staff/

Instructional Materials Website

http://tea.texas.gov/Academics/Instructional_Materials/

Glossary of Terms

For the purpose of *Proclamation 2019*, the words and terms below will have the following meanings:

Breakouts The separate parts of a student expectation

Citation The identification of one occurrence of a specific example of content that covers one element of the Texas Essential Knowledge and Skills (TEKS)

Closed Format A media format that requires the user to download and install proprietary software

Depository An entity through which publishers receive and fill orders for instructional materials

EMAT TEA's statewide electronic instructional materials management system that processes all requisitions and payments for adopted instructional materials

Education Service Centers (ESCs) Public entities created by state statute to provide educational support programs and services to local schools and school districts

Galley Proof A complete (as to content), print sample that is bound (e.g., in a 3-ring binder, as a spiral, or in a similar manner)

It is representative of the final pagination, layout, and organization of the product. A galley proof shows the actual size of the product (either by the trim size of the gallery pages or with crop marks), resembles an advance reading copy of the final material rather than a proofreading or copyediting copy, and provides the state review panel an accurate depiction of what the final bound or online product will look like.

International Standard Book Number (ISBN) A unique number that identifies books and book-like products internationally

Manufacturing Standards and Specifications for Textbooks (MSST) The physical standards of quality and performance for K–12 instructional materials

Open-File A media format that is accessible by anyone through open-source or free technologies or software, such as HTML and PDF

Schedule of Adoption Procedures The section in the proclamation that lists the specific activities and deadlines related to the review and adoption of instructional materials

Student Version Components of an instructional materials submission that are intended for use by the student and comprised of several student components

Student Component A specific element (workbook, textbook, website, etc.) of the student version of a product

Student Text Narrative The part of the instructional material that instructs the student or provides an opportunity for the student to acquire knowledge or learn a skill

Teacher Component Any resource that is specifically intended for use by a teacher

Texas Essential Knowledge and Skills The state standards for the foundation and enrichment curriculum, adopted by the SBOE, that identify what students should know and be able to do at the end of each grade level or course

Glossary of Acronyms

EDI – Electronic Data Interchange

ELPS – English Language Proficiency Standards

EMAT – Educational Materials system

ESC – Education Service Center

IMD – Instructional Materials Division

ISBN – International Standard Book Number

ISSN – International Standard Serial Number

MLC – Multi-list Code

MSST – Manufacturing Standards and Specifications for Textbooks

NIMAS – National Instructional Materials Accessibility Standard

SBOE – State Board of Education

TEA – Texas Education Agency

TEKS – Texas Essential Knowledge and Skills

W3C – World Wide Web Consortium

Proclamation 2019 Publisher Checklist (All times listed are Central time.)

| Deliverable or Activity | Resource | Deadline | Recipient(s) |
|--|---|-----------------|---------------------|
| Subscribe to the review and adoption listserv email updates | https://public.govdelivery.com/accounts/TXTEA/subscribe/new | N/A | N/A |
| Review <i>Introduction, Schedule of Adoption Procedures</i> , and add requirements to calendar | http://tea.texas.gov/WorkArea/DownloadAsset.aspx?id=51539614528 | August 2017 | N/A |
| Review Texas Administrative Code, Chapter 66 | http://ritter.tea.state.tx.us/rules/tac/chapter066/index.html | August 2017 | N/A |
| Review Texas Education Code, Chapter 31 | http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.31.htm | August 2017 | N/A |
| Review accessibility requirements for electronic productions | https://www.section508.gov/content/learn https://www.w3.org/standards/ | August 2017 | N/A |
| Review NIMAS requirements for print products | http://aem.cast.org/creating/nimas-technical-specification-annotated.html#.VwK0cPkrJQI | August 2017 | N/A |
| Review newly approved TEKS | https://tea.texas.gov/curriculum/teks/ | N/A | N/A |
| Review training videos for deliverables | http://tea.texas.gov/Academics/Instructional_Materials/Review_and_Adoption_Process/Publisher_Portal/ | N/A | N/A |

| Deliverable or Activity | Resource | Deadline | Recipient(s) |
|--|---|---------------------------------------|---------------------|
| Look for announcement of date and time for publisher webinar regarding <i>Statement of Intent to Bid</i> | http://tea.texas.gov/Academics/Instructional_Materials/ | August–September 2017 | Publishers |
| <i>Company Information Form and Statement of Intent to Bid</i> | <i>Proclamation 2019 Publisher Handbook</i> , p. 7 | 5:00 p.m., Friday, December 8, 2017* | TEA |
| Look for email from TEA announcing publisher liaison | | January 2018 | Publishers |
| <i>Complete Description</i> | <i>Proclamation 2019 Publisher Handbook</i> , p. 8 | 5:00 p.m., Friday, January 26, 2018* | TEA |
| Look for email from TEA containing <i>Correlations to the TEKS and the ELPS</i> Excel templates | | January 2018 | Publishers |
| Preliminary <i>Correlations to the TEKS and the ELPS</i> (for one submission) | <i>Proclamation 2019 Publisher Handbook</i> , pp. 12–16 | 5:00 p.m., Friday, February 23, 2018* | TEA |
| One complete, electronic, pre-adoption sample of materials submitted for courses in English | <i>Proclamation 2019 Publisher Handbook</i> , p. 17 | 5:00 p.m., Friday, April 6, 2018* | TEA 20 ESCs |
| <i>Correlations to the TEKS and the ELPS</i> (one for each submission for courses in English) | Correlation Training Video | 5:00 p.m., Friday, April 6, 2018* | TEA 20 ESCs |
| | <i>Proclamation 2019 Publisher Handbook</i> , pp. 12–16 | | |

| Deliverable or Activity | Resource | Deadline | Recipient(s) |
|--|---|---|---------------------|
| <i>Affidavit of Authorship or Contribution</i> (one for each submission for courses in English) | <i>Proclamation 2019 Publisher Handbook</i> , p. 11 | 5:00 p.m., Friday, April 6, 2018* | TEA |
| One complete, electronic, pre-adoption sample of materials submitted for courses in Spanish | <i>Proclamation 2019 Publisher Handbook</i> , p. 17 | 5:00 p.m., Friday, May 18, 2018* | TEA 20 ESCs |
| <i>Correlations to the TEKS and the ELPS</i> (one for each submission for courses in Spanish) | Correlation Training Video | 5:00 p.m., Friday, May 18, 2018* | TEA 20 ESCs |
| | <i>Proclamation 2019 Publisher Handbook</i> , pp. 12–16 | | |
| <i>Affidavit of Authorship or Contribution</i> (one for each submission for courses in Spanish) | <i>Proclamation 2019 Publisher Handbook</i> , p. 11 | 5:00 p.m., Friday, May 18, 2018* | TEA |
| Look for email from TEA containing information regarding upcoming state review panel and delivery of materials for state review panel meetings | <i>Proclamation 2019 Publisher Handbook</i> , pp. 17–19 | May 2018* | Publishers |
| Look for email from TEA containing Excel templates <i>Publisher's Identification of Corrections and Editorial Changes</i> | | April 2018* | Publishers |
| State Review Panel Meetings | <i>Proclamation 2019 Publisher Handbook</i> , pp. 17–19 | July 9–13, 2018 July 16–20, 2018 * | N/A |

| Deliverable or Activity | Resource | Deadline | Recipient(s) |
|---|---|--|---------------------|
| <i>Report on Interoperability and Ease of Use</i> | <i>Proclamation 2019 Publisher Handbook</i> , p. 22 | 5:00 p.m., Wednesday, June 6, 2018* | TEA |
| Check TEA website to review the preliminary report on instructional materials under consideration for adoption | http://tea.texas.gov/Academics/Instructional_Materials/ | August 2018 | N/A |
| Look for email from TEA containing <i>Proclamation 2019</i> evaluation instruments, including any errors or editorial changes identified by the state review panels | | August 2018 | N/A |
| <i>Certification of Editorial Review</i> | <i>Proclamation 2019 Publisher Handbook</i> , p. 30 | 5:00 p.m., Friday, August 24, 2018* | TEA |
| Electronic samples of new content provided to state review panels | <i>Proclamation 2019 Publisher Handbook</i> , p. 19 | 5:00 p.m., Friday, August 31, 2018* | TEA |
| <i>Application for Texas Identification Number</i> | | 5:00 p.m., Friday, August 31, 2018* | TEA |
| <i>Identification of Corrections and Editorial Changes</i> (one for each submission) | <i>Proclamation 2019 Publisher Handbook</i> , p. 21 | 5:00 p.m., Friday, August 31, 2018* | TEA |
| Request show-cause hearing, if eligible | <i>Proclamation 2019 Publisher Handbook</i> , p. 23 | 5:00 p.m., Friday, September 7, 2018* | TEA |

| Deliverable or Activity | Resource | Deadline | Recipient(s) |
|--|---|---|---------------------|
| Check TEA website to review written comments and alleged errors reported by the public | https://tea.texas.gov/Academics/Instructional_Materials/ | September 2018 | N/A |
| State Board of Education Meeting (SBOE)—Public Hearing (September 11–14, 2018) | https://tea.texas.gov/sboe/ | N/A | N/A |
| <i>Order Processing Information Form</i> | <i>Proclamation 2019 Publisher Handbook</i> , pp. 28–29 | 5:00 p.m., Friday, September 28, 2018* | TEA |
| <i>Official Bid</i> (A minimum of one bid per program is required.) | <i>Proclamation 2019 Publisher Handbook</i> , pp. 28–29 | 5:00 p.m., Friday, September 28, 2018* | TEA |
| Check TEA website to review the <i>Report of Required Corrections</i> and the <i>List of Instructional Materials Eligible for Adoption</i> | https://tea.texas.gov/Academics/Instructional_Materials/ | October 2018 | N/A |
| <i>Certificate of Intent to Correct</i> | <i>Proclamation 2019 Publisher Handbook</i> , p. 30 | 5:00 p.m., Friday, October 19, 2018* | TEA |
| <i>Publisher's Disclosure of Campaign Contributions and Gifts</i> | <i>Proclamation 2019 Publisher Handbook</i> , p. 31 | 5:00 p.m., Friday, October 19, 2018* | TEA |

| Deliverable or Activity | Resource | Deadline | Recipient(s) |
|--|--|---------------------------------------|----------------|
| Electronic samples of changes in content made in response to public comment | <i>Proclamation 2019 Publisher Handbook</i> , p. 24 | 5:00 p.m., Tuesday, November 6, 2018* | TEA 20 ESCs |
| State Board of Education Meeting (SBOE)—Adoption (November 13–16, 2018) | https://tea.texas.gov/sboe/ | November 2018 | N/A |
| Review requirements for updating adopted instructional materials | <i>Proclamation 2019 Publisher Handbook</i> , p. 39 | November 2018 | N/A |
| Select conversion service provider to produce NIMAS files (Publishers with any print student materials only) | http://aem.cast.org/creating/content-conversion-services.html#.WRM7e00ku71 | November 2018 | N/A |
| Email the National Instructional Materials Access Center (NIMAC) at nimac@aph.org to request an account (Publishers with any print student materials only) | http://www.nimac.us/publishers-conversion-houses/ <i>Proclamation 2019 Publisher Handbook</i> , pp. 25–27 | November 2018 | NIMAC |
| Check TEA website to review the <i>List of Instructional Materials Adopted Under Proclamation 2019</i> | https://tea.texas.gov/Academics/Instructional_Materials/ | Friday, November 30, 2018 | N/A |

| Deliverable or Activity | Resource | Deadline | Recipient(s) |
|---|--|---------------------------------------|-----------------------------|
| Provide conversion service provider with all information necessary to produce NIMAS files (Publishers with any print student materials only) | http://www.nimac.us/publishers-resources/ | Friday, November 30, 2018 | Conversion Service Provider |
| <i>Register of Contact</i> | <i>Proclamation 2019 Publisher Handbook</i> , p. 32 | 5:00 p.m., Friday, December 14, 2018* | TEA |
| Look for email from TEA announcing the designated braille producer (Publishers with any print student materials only) | | Friday, January 11, 2019* | Publishers |
| Three print copies of all student components, not just those used to cite TEKS coverage (Publishers with any print student materials only) | <i>Proclamation 2019 Publisher Handbook</i> , pp. 25–27 | 5:00 p.m., Friday, January 25, 2019* | Designated braille producer |
| One copy of NIMAS files (Publishers with any print student materials only) | http://www.nimac.us/publishers-conversion-houses/ <i>Proclamation 2019 Publisher Handbook</i> , pp. 25–27 | 5:00 p.m., Friday, January 25, 2019* | Designated braille producer |
| A screen shot from the publisher’s copy of the NIMAC Validation Wizard (Publishers with any print student materials only) | http://www.nimac.us/publishers.html <i>Proclamation 2019 Publisher Handbook</i> , pp. 25–27 | 5:00 p.m., Friday, January 25, 2019* | Designated braille producer |

| Deliverable or Activity | Resource | Deadline | Recipient(s) |
|---|---|--------------------------------------|-----------------------------|
| Three print copies and NIMAS files of blackline masters or any other material included in the teacher component that are intended for student use | http://www.nimac.us/publishers-conversion-houses/ | 5:00 p.m., Friday, January 25, 2019* | Designated braille producer |
| | <i>Proclamation 2019 Publisher Handbook</i> , pp. 25–27 | | |
| Supplemental Bids (A bid is required for each package you wish to offer in EMAT) | <i>Proclamation 2019 Publisher Handbook</i> , pp. 28–29 | 5:00p.m., Friday, January 25, 2019* | TEA |
| <i>Direct Deposit Authorization Form</i> | http://tea.texas.gov/WorkArea/DownloadAsset.aspx?id=51539612395 | 5:00p.m., Friday, January 25, 2019* | TEA |
| <i>Form 1295 Certificate of Interested Parties</i> | <i>Proclamation 2019 Publisher Handbook</i> , p. 33 | 5:00p.m., Friday, January 25, 2019* | TEA |
| Select vendor to produce accessibility report (Publishers of electronic materials only) | <i>Proclamation 2019 Publisher Handbook</i> , pp. 25–27 | January 2019 | N/A |
| Look for email from TEA containing <i>Proclamation 2019</i> contract for your signature | <i>Proclamation 2019 Publisher Handbook</i> , p. 36 | February–March 2019 | Publishers |
| Return signed contract | <i>Proclamation 2019 Publisher Handbook</i> , p. 36 | March 2019 | TEA |

| Deliverable or Activity | Resource | Deadline | Recipient(s) |
|--|--|--------------------------------|-----------------------------|
| Review responsibilities for back-ordered instructional materials | <i>Proclamation 2019 Publisher Handbook</i> , p. 38 | March 2019 | N/A |
| Look for email from TEA announcing the designated large-print and audio producers (Publishers with any print student materials only) | | Friday, April 19, 2019* | Publishers |
| Review requirements for updates and substitutions to adopted instructional materials | <i>Proclamation 2019 Publisher Handbook</i> , p. 39 | April 2019 | N/A |
| Accessibility Report(s) (Publishers of electronic materials only) | <i>Proclamation 2019 Publisher Handbook</i> , pp. 25–27 | 5:00p.m., Friday, May 3, 2019* | TEA |
| NIMAS Files (Publishers with any print student materials only) | http://www.nimac.us/publishers-conversion-houses/ <i>Proclamation 2019 Publisher Handbook</i> , pp. 25–27 | 5:00p.m., Friday, May 3, 2019* | TEA |
| Three complete copies of all student materials, not just those used to cite TEKS coverage, and one copy of NIMAS files (Publishers with any print student materials only) | http://www.nimac.us/publishers-conversion-houses/ <i>Proclamation 2019 Publisher Handbook</i> , pp. 25–27 | 5:00p.m., Friday, May 3, 2019* | Designated braille producer |

| Deliverable or Activity | Resource | Deadline | Recipient(s) |
|--|--|--------------------------------------|--|
| One complete copy of all student materials, not just those used to cite TEKS coverage, and one copy of NIMAS files (Publishers with any print student materials only) | http://www.nimac.us/publishers-conversion-houses/ <i>Proclamation 2019 Publisher Handbook</i> , pp. 25–27 | 5:00p.m., Friday, May 3, 2019* | Designated audio producer Designated large-print producer |
| <i>Publisher's Affidavit of Corrections</i> | <i>Proclamation 2019 Publisher Handbook</i> , p. 30 | 5:00p.m., Friday, May 3, 2019* | TEA |
| <i>Certification of Compliance with Manufacturing Standards</i> | <i>Proclamation 2019 Publisher Handbook</i> , p. 34 | 5:00p.m., Friday, May 3, 2019* | TEA |
| One complete, corrected, electronic post-adoption sample | <i>Proclamation 2019 Publisher Handbook</i> , p. 35 | 5:00p.m., Friday, May 3, 2019* | TEA 20 ESCs |
| Fulfill district orders | | June 2019 | N/A |

*These deadlines are included in the *Proclamation 2019* Schedule of Adoption Procedures.