Fulfilling a Need

Instructional Materials Division
Texas Education Agency
September 2017
• How can I donate to a district in need?
• How can I donate without EMAT access?
• What happens next?
Many districts and charter schools were affected by Hurricane Harvey. Those districts can now make submissions in EMAT to let others know what instructional materials they need. The resulting Needs List will be published in EMAT and on the TEA website to inform anyone wanting to donate materials to districts in need.

The purpose of this process is to connect those wanting to help with districts in need. Think of it as an instructional materials gift registry!
Fulfilling a Need in EMAT
To view submitted needs lists, click *Needs List Start Page* on your district’s start page.
Select *Fulfill a Need* to view lists submitted by all districts.

**Needs List Start Page**

**State-Adopted Needs List Transaction**
Select the State-Adopted Needs List Transaction to start or add to your list of needs for state-adopted instructional materials that can be found in EMAT. This includes state-adopted packages or components of state-adopted packages. Instructions for creating a needs list can be found at [insert link].

**Non-Adopted Needs List Transaction**
Select Non-Adopted Needs List Transaction to create a list of needs for products not available in EMAT. These are items that districts would normally request funds for through an allotment disbursement request.

**View Submitted Needs Transactions**
Select View Submitted Needs Transactions to view your district's needs list. This link will only appear if your district has submitted at least one needs list transaction. This link is also used to remove materials from your district's needs list.

**Fulfill a Need**
Fulfilling donors will select *Fulfill a Need* to view lists submitted by all districts in need. This link will be used to select the instructional materials you wish to provide for a district in need. After you select items on the *Fulfill a Need* link, an email will be generated to connect districts needing materials with those wanting to help and to inform TEA of the potential partnership. The fulfilling entity and the district in need will work together from there to hopefully fulfill the need. Instructions for fulfilling a need can be found at [insert link].
Search the needs list for needs you wish to fulfill.

- Click *Search* and scroll down to view the entire list of materials.
- Use the search feature to narrow your parameters. You can search by District, ISBN, Publisher Name, or Title.
- Use the magnifying glass next to *County District* to select a specific district.
- Use keywords in the title search field.
- Once you have selected your search parameters, click *Search*.

**Fulfill a Need**

[Form with fields for County District, ISBN, Publisher Name, and Description/Title with buttons for Search and Reset]
You can click *Download* to download the needs list to an Excel spreadsheet.
Click the *Fulfill* checkbox next to the material you wish to provide.

Enter the quantity you wish to provide in the *Quantity to Provide* field.
Click *Submit* when the transaction is complete.

You will only be able to select materials to provide for one district at a time. If you want to fulfill a need for more than one district, you must submit a transaction for each district separately.
Once you click *Submit*, you will be asked to provide contact information for your district. The contact listed should be the person the receiving district works with to complete the transfer of materials.

After the contact information is added, click *Send Email*.

**Fulfill Confirmation**

<table>
<thead>
<tr>
<th>County District</th>
<th>County District Name</th>
<th>Transaction Date/Time</th>
<th>Grade</th>
<th>ML C ISEIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>101912</td>
<td>HOUSTON ISD</td>
<td>06/10/2017 4:57:12PM</td>
<td>1st Grade</td>
<td>1123</td>
</tr>
</tbody>
</table>
An email will be generated to connect districts needing materials with those offering to fulfill specific needs and to inform TEA of the potential partnership. The fulfilling entity and the district in need then work together to hopefully fulfill the need.
Fulfilling a Need Without EMAT Access
The needs list is available on the TEA website at the following links:

- [https://tea4avfaulk.tea.texas.gov/ematevi/EMATREPORTS/RptInst/E_M_NE_EDLIST.pdf](https://tea4avfaulk.tea.texas.gov/ematevi/EMATREPORTS/RptInst/E_M_NE_EDLIST.pdf)
- [https://tea4avfaulk.tea.texas.gov/ematevi/EMATREPORTS/RptInst/E_M_NE_EDLIST.xlsx](https://tea4avfaulk.tea.texas.gov/ematevi/EMATREPORTS/RptInst/E_M_NE_EDLIST.xlsx)

Search the list for needs you wish to fulfill.

### Needs List

<table>
<thead>
<tr>
<th>County District : 101912 HOUSTON ISD</th>
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</thead>
<tbody>
<tr>
<td>Grade</td>
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<td>-------</td>
</tr>
<tr>
<td>1st</td>
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<td>1st</td>
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<td>1st</td>
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</tbody>
</table>
Email a list of the needs you wish to fulfill to the Instructional Materials Division (IMD) at instructional.materials@tea.texas.gov.

Include the following information in your email:

- Name of donor or organization
- Contact information:
  - Primary contact name
  - Email address
  - Primary contact phone number
- Name of receiving district
- Title and quantity of material you wish to provide

IMD staff will enter the provided information into EMAT.
An email will be generated to connect districts needing materials with potential donors and to inform TEA of the potential partnership. The donating entity and the district in need will then work together to hopefully fulfill the need.
What’s Next?
Once the need is fulfilled, the receiving district will remove the material from its list using the *Fulfill Status* field on the *View Submitted Needs List* link.

IMD staff will adjust EMAT inventories for districts as needed for fulfilled state-adopted materials. Non-adopted materials are not part of district inventories in EMAT.
Thank you for your interest in assisting districts affected by Hurricane Harvey. Your generosity is greatly appreciated!