

A stack of five books with various colored spines (white, blue, red, white, blue) is shown on the left. A silver pencil lies diagonally across the books. On the right, a large white circle contains the title and author information.

Proclamation 2019 Schedule of Adoption Procedures

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Texas Education Agency

September 19, 2017

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Company Contact Form

Each publisher must provide the contact information for the person(s) responsible for each of the following:

- Instructional materials review
- Bids and contracts
- Accessible materials
- District sales
- Customer service for existing customers

Due date: 5:00 p.m. on Friday, December 8, 2017

Submission method: EMAT (publishers with adopted materials), TEA website (new publishers)



Statement of Intent to Bid



A *SOITB* is required for each program bid and must include the following:

- Program title
- Author(s)
- Class type (student, teacher, teacher system)
- Media format
- Additional formats offered (if applicable)
- Estimated TEKS coverage percentage
- Preliminary program price
- System requirements (if applicable)

Due date: 5:00 p.m. on Friday, December 8, 2017

Submission method: EMAT (publishers with adopted materials), TEA website (new publishers)

Complete Description

A *Complete Description* is required for each program and media format bid. It lists each component that the publisher intends to use to demonstrate TEKS coverage and must include the following:

- Program and component ISBNs and titles
- Author(s)
- Class type (student, teacher, teacher system)
- Estimated TEKS coverage percentage
- Number of pages and weight (print components)
- Media format
- Preliminary program and component pricing
- System requirements (if applicable)

Due date: 5:00 p.m. on Friday, January 26, 2018

Submission method: EMAT (publishers with adopted materials), TEA website (new publishers)



Pre-Adoption Samples



- Publishers must submit one complete, electronic, pre-adoption sample copy of all instructional materials to TEA and each ESC.
- Each sample must be a complete version of the final product and include all content intended to be in the final product.
- Publishers must provide access information necessary for review of the samples and the information must be valid until the final samples are submitted in May 2019, and access information will be posted to the TEA website.
- The content in the pre-adoption must remain static until final samples are submitted. Any edits made to the content must be made in a new version of the sample, which the publisher must also provide to TEA and each of the ESCs.
- Each electronic sample must allow for multiple simultaneous users and be equipped with a word-search feature.
- Samples must be fully functional for review purposes.

Due date: 5:00 p.m. on Friday, April 6, 2018—ELAR, spelling (English), handwriting (English), English Learners Language Arts, and Personal Financial Literacy

5:00 p.m. on Friday, May 4, 2018 —SLAR, spelling (Spanish), and handwriting (Spanish)

Submission method: Email to review.adoption@tea.texas.gov and to each of the ESCs

Correlation to TEKS and ELPS

- Correlations indicate the exact location where the publisher believes each SE is addressed.
- TEA will provide electronic correlation templates for each subject and grade level or course.
- Publishers of digital/electronic programs, including online programs, are also required to embed the correlations in the program.
- Each SE must be met at least twice in the components intended for student use and twice in the components intended for teacher use.
- State review panels use correlations as their primary reference as they review instructional materials.
- Correlations should be carefully constructed and accurate because poorly chosen correlations can result in a product's being determined ineligible for adoption.
- Publishers should avoid providing different citations for the teacher and student materials because that can be confusing for review panelists.
- Although TEA requires correlations to be provided electronically, review panelists may request a hard copy.

Due date: 5:00 p.m. on Friday, April 6, 2018—ELAR, spelling (English), handwriting (English), English Learners Language Arts, and Personal Financial Literacy

5:00 p.m. on Friday, May 4, 2018 —SLAR, spelling (Spanish), and handwriting (Spanish)

Submission method: Email to review.adoption@tea.texas.gov and to each of the ESCs

Samples for Review Panels

- Meetings will take place in the summer of 2018 (July 9–27 and August 6–10) at the Crowne Plaza Austin.
- Publishers must provide additional pre-adoption samples of each component listed on the *Complete Description*.
- Samples for the review panels may be print samples, electronic samples, or galley proofs.
- All print samples must be accompanied by hard copies of the correlations.
- All electronic samples must have embedded correlations.
- Detailed instructions regarding delivery and set up will be provided as the meeting approaches.



Errors and Editorial Changes



Publisher's Identification of Factual Errors and Editorial Changes

- Publishers will receive all errors reported by the state review panels, along with their comments, after the review.
- Publishers must document all changes to instructional materials including those made in response to the errors and comments received from the review panels.
- Changes must be classified as either corrections of factual errors or editorial changes.
- All errors identified by the state review panels and by the publisher must be corrected as a condition of adoption.

Due date: 5:00 p.m. on Friday, August 31, 2018

Submission method: Email to review.adoption@tea.texas.gov

Publisher's Certification of Editorial Review and Intent to Correct

- Publishers must affirm that materials have been edited for accuracy, content, and compliance with requirements of the proclamation.
- Publishers must certify that all required corrections will be incorporated into the final version of adopted materials.

Due date: 5:00 p.m. on Friday, October 19, 2018

Submission method: Email to review.adoption@tea.texas.gov

Note: Publishers may not make changes to the original pre-adoption sample. Any changes made prior to the submission of the post-adoption sample must be documented. A new version of the sample that incorporates the changes must be submitted to TEA and each ESC so that it is available for public review.

Report on Interoperability and Ease of Use

- Publishers will provide information regarding a program's ability to work with different systems.
- Districts can use the information to determine a product's compatibility with existing district technology.
- One report is required for each program.

Due Date: 5:00 p.m. on Friday, August 31, 2018

Submission method: Email to review.adoption@tea.texas.gov



Order Processing Information Form

- Publishers must provide specific information about how orders for adopted instructional materials will be processed.
- Publishers may use a depository or fulfill orders independently.
- Publishers who wish to use a depository must make formal arrangements directly with the depository (e.g., Archway SCM LLC Depository)
- The new sales contact indicated on the *Company Information Form* will receive notifications of orders districts enter into EMAT.
- Some publishers also choose to use an Electronic Data Interchange (EDI) system to receive and fill orders.

Note: Intrastate freight, shipping, and expenses associated with delivering the adopted instructional materials to districts will be paid by the state, but the state does not pay for out-of-state shipping costs.

Due date: 5:00 p.m. on Friday, September 28, 2018

Submission method: EMAT

Official Bid

- Publishers may only submit bids for materials that were determined by the state review panel to be eligible for adoption.
- The *Official Bid* lists all of the components in a program that will be available for districts to order through EMAT.
- Each bid must be assigned a unique program ISBN.
- Each component must have a unique ISBN, but a component can appear in more than one bid.
- Districts may order each component listed in an *Official Bid* separately.
- All bids must be submitted in EMAT.
- Publishers must have a Texas Identification Number (TIN) and an EMAT user name and password in order to submit bids.
- Publishers must submit at least one initial bid for each eligible product by the deadline in order to submit supplemental bids.

Due date: 5:00 p.m. on Friday, September 28, 2018—Initial Bids

5:00 p.m. on Friday, January 25, 2019—Supplemental Bids

Submission method: EMAT

Publisher Liaison



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- The publisher liaison is a publisher's main point of contact throughout the adoption.
 - Each publisher who submits a *SOITB* will be assigned to a publisher liaison.
 - Any publisher who has materials adopted in 2014 or later will remain with its existing liaison, if possible.

Resources

- [Publisher Portal](#)
 - [Proclamation 2019](#)
 - [Proclamation 2019 Questions and Answers](#)
 - [Proclamation 2019 Publisher Handbook](#) (including the publisher checklist)
 - Deliverable-specific trainings
 - Webinars
- Review and Adoption Staff
 - review.adoption@tea.texas.gov
 - (512) 463-9601



QUESTIONS

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