Proclamation 2020 Publisher Checklist (All times listed are Central time.)

August 2018

Start date	End date	Subject	Description
8/1/2018	8/31/2018	Subscribe to the review and adoption listserv email updates	• https://public.govdelivery.com/accounts/TXTEA/subscriber/new
8/1/2018	8/31/2018	Review *Introduction*, *Schedule of Adoption Procedures*, and add requirements to calendar	• https://tea.texas.gov/WorkArea/DownloadAsset.aspx?id=51539619971
8/1/2018	8/31/2018	Review Texas Administrative Code, Chapter 66	• http://ritter.tea.state.tx.us/rules/tac/chapter066/index.html
8/1/2018	8/31/2018	Review Texas Education Code, Chapter 31	• http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.31.htm
8/1/2018	8/31/2018	Review accessibility requirements for electronic products	• https://www.section508.gov/content/learn • https://www.w3.org/standards/
8/1/2018	8/31/2018	Review NIMAS requirements for print products	• http://aem.cast.org/creating/nimas-technical-specification-annotated.html#.VwK0cPkrJQI
8/1/2018	8/31/2018	Review newly approved TEKS	• https://tea.texas.gov/curriculum/teks/
8/1/2018	8/31/2018	Review training videos for deliverables	• http://tea.texas.gov/Academics/Instructional_Materials/Review_and_Adoption_Process/Publisher_Portal/
8/1/2018	8/31/2018	View the March 6, 2018 *Introduction to Proclamation 2020* webinar	• https://tea.texas.gov/Academics/Instructional_Materials/Review_and_Adoption_Process/Publisher_Portal/

Proclamation 2020 Publisher Checklist (All times listed are Central time.)

September 2018

Start date	End date	Subject	Description
9/1/2018	9/30/2018	View the Friday, September 21, 2018 publisher webinar regarding *Statement of Intent to Bid*	• https://tea.texas.gov/Academics/Instructional_Materials/Review_and_Adoption_Process/Publisher_Portal/

December 2018

Start date	End date	Subject	Description
12/7/2018	12/7/2018*	*Proclamation 2020* Deadlines at 5:00 p.m.	• *Company Information Form* • *Statement of Intent to Bid* More information available in the *Proclamation 2020 Publisher Handbook*, p. 7

January 2019

Start date	End date	Subject	Description
1/1/2019	1/31/2019	TEA announces publisher liaison	• Look for email from TEA announcing your assigned publisher liaison
1/1/2019	1/31/2019	TEA provides *Correlations to the TEKS and ELPS*	• Look for email from TEA containing Excel templates for *Correlations to the TEKS and ELPS*
1/25/2019	1/25/2019*	*Proclamation 2020* Deadline at 5:00 p.m.	• *Complete Description* More information available in the *Proclamation 2020 Publisher Handbook*, p. 9

February 2019

Start date	End date	Subject	Description
2/22/2019	2/22/2019*	*Proclamation 2020* Deadline at 5:00 p.m.	• Preliminary *Correlations to the TEKS and ELPS* More information available in the *Proclamation 2020 Publisher Handbook*, pp. 14–18

Proclamation 2020 Publisher Checklist (All times listed are Central time.)

April 2019

Start date	End date	Subject	Description
4/1/2019	4/30/2019	TEA provides *Identification of Corrections and Editorial Changes*	• Look for email from TEA containing Excel templates for *Identification of Corrections and Editorial Changes* More information available in the *Proclamation 2020 Publisher Handbook*, p. 10
4/5/2019	4/5/2019*	*Proclamation 2020* Deadlines at 5:00 p.m.	• One complete, electronic, pre-adoption sample of materials to TEA and each of the 20 ESCs More information available in the *Proclamation 2020 Publisher Handbook*, p. 10 • Final *Correlations to the TEKS and ELPS* More information available in the *Proclamation 2020 Publisher Handbook*, pp. 14–18 • *Affidavit of Authorship or Contribution* More information available in the *Proclamation 2020 Publisher Handbook*, p. 13 • *Report on Interoperability and Ease of Use* More information available in the *Proclamation 2020 Publisher Handbook*, p. 19

May 2019

Start date	End date	Subject	Description
5/1/2019	5/31/2019*	TEA announces dates and location of state review panel meetings	• Look for email from TEA containing information regarding upcoming state review panel and delivery of materials for state review panel meetings More information available in the *Proclamation 2020 Publisher Handbook*, pp. 20–21

Proclamation 2020 Publisher Checklist (All times listed are Central time.)

July–August 2019

Start date	End date	Subject	Description
7/22/2019	8/2/2019*	State Review Panel Meetings	• More information is available in the *Proclamation 2020 Publisher Handbook*, pp. 20–21
8/5/2019	8/31/2019*	TEA provides final evaluation instruments	• Look for email from TEA containing final evaluation instruments, including any errors or comments identified by the state review panels
8/9/2019	8/9/2019*	*Proclamation 2020* Deadline at 5:00 p.m.	• *Certificate of Editorial Review* More information is available in the *Proclamation 2020 Publisher Handbook*, p. 36
8/16/2019	8/16/2019*	*Proclamation 2020* Deadlines at 5:00 p.m.	• Electronic samples of new content reviewed and approved by the state review panels More information is available in the *Proclamation 2020 Publisher Handbook*, p. 22 • *Application for Texas Identification Number* More information is available in the *Proclamation 2020 Publisher Handbook*, p. 25 • *Identification of Corrections and Editorial Changes* (one for each submission) More information is available in the *Proclamation 2020 Publisher Handbook*, p. 24
8/30/2019	8/30/2019*	*Proclamation 2020* Deadline at 5:00 p.m.	• Request show-cause hearing, if eligible More information is available in the *Proclamation 2020 Publisher Handbook*, p. 27

Proclamation 2020 Publisher Checklist (All times listed are Central time.)

September 2019

Start date	End date	Subject	Description
9/1/2019	9/30/2019	TEA posts preliminary report on instructional materials under consideration for adoption	• Check TEA website to review the preliminary report on instructional materials under consideration for adoption http://tea.texas.gov/Academics/Instructional_Materials/
9/1/2019	9/30/2019	TEA posts written comments and alleged errors reported by the public	• Check TEA website to review written comments and alleged errors reported by the public https://tea.texas.gov/Academics/Instructional_Materials/
9/10/2019	9/13/2019	State Board of Education Meeting–Public Hearing	• https://tea.texas.gov/sboe/
9/27/2019	9/27/2019*	*Proclamation 2020* Deadlines at 5:00 p.m.	• *Order Processing Information Form* • *Official Bid* More information is available in the *Proclamation 2020 Publisher Handbook*, pp. 33–35

October 2019

Start date	End date	Subject	Description
10/1/2019	10/31/2019	TEA posts *Report of Required Corrections* and *List of Instructional Materials Eligible for Adoption*	• Check TEA website to review *Report of Required Corrections* and *List of Instructional Materials Eligible for Adoption* https://tea.texas.gov/Academics/Instructional_Materials/
10/18/2019	10/18/2019*	*Proclamation 2020* Deadlines at 5:00 p.m.	• *Certification of Intent to Correct* More information is available in the *Proclamation 2020 Publisher Handbook*, p. 36

October 2019 (continued)

Start date	End date	Subject	Description
10/18/2019	10/18/2019*	*Proclamation 2020* Deadlines at 5:00 p.m.	• *Publisher's Disclosure of Campaign Contributions and Gifts* More information is available in the *Proclamation 2020 Publisher Handbook*, p. 38

November 2019

Start date	End date	Subject	Description
11/12/2019	11/12/2019 *	*Proclamation 2020* Deadline at 5:00 p.m.	• Electronic samples of changes in content made in response to public comment More information is available in the *Proclamation 2020 Publisher Handbook*, p. 28
11/12/2019	11/15/2019	State Board of Education—Adoption	• https://tea.texas.gov/sboe/
11/1/2019	11/30/2019	Review requirements for updating adopted instructional materials	• More information is available in the *Proclamation 2020 Publisher Handbook*, p. 47
11/1/2019	11/30/2019	Select conversion service provider to produce NIMAS files (Publishers with any print student material only)	• http://aem.cast.org/creating/content-conversion-services.html#.WRM7e00ku71
11/1/2019	11/30/2019	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/ More information is available in the *Proclamation 2020 Publisher Handbook*, pp. 30–32

Proclamation 2020 Publisher Checklist (All times listed are Central time.)

December 2019

Start date	End date	Subject	Description
12/2/2019	12/2/2019*	Provide conversion service provider with all information necessary to provide NIMAS files (Publishers with any print student materials only)	• http://www.nimac.us/publishers-resources/
12/13/2019	12/13/2019*	*Proclamation 2020* Deadline at 5:00 p.m.	• *Register of Contact* More information is available in the *Proclamation 2020 Publisher Handbook*, p. 39

January 2020

Start date	End date	Subject	Description
1/10/2020	1/10/2020*	TEA announces the designated braille producer (Publishers with any print student materials only)	• Look for email from TEA announcing the designated braille producer
1/24/2020	1/24/2020*	Three print copies of all student components, not just those used to cite TEKS coverage to designed braille producer (Publishers with any print student materials only)	• More information is available in the *Proclamation 2020 Publisher Handbook*, pp. 30–32
1/24/2020	1/24/2020*	One copy of NIMAS files to designated braille producer (Publishers with any print student materials only)	• http://www.nimac.us/publishers-conversion-houses/ More information is available in the *Proclamation 2020 Publisher Handbook*, pp. 30–32
1/24/2020	1/24/2020*	A screen shot from the publisher's copy of the NIMAC Validation Wizard to designated braille producer (Publishers with any print student materials only)	• http://www.nimac.us/publishers-conversion-houses/ More information is available in the *Proclamation 2020 Publisher Handbook*, pp. 30–32

January 2020 (continued)

Start date	End date	Subject	Description
1/24/2020	1/24/2020*	Three print copies and NIMAS files of blackline masters or any other material included in the teacher component that are intended for student use to designated braille producer	• http://www.nimac.us/publishers-conversion-houses/ More information is available in the *Proclamation 2020 Publisher Handbook*, pp. 30–32
1/24/2020	1/24/2020*	*Proclamation 2020* Deadlines at 5:00 p.m.	• Supplemental Bids (A bid is required for each package you wish to offer in EMAT) • Direct Deposit Authorization Form More information is available in the *Proclamation 2020 Publisher Handbook*, p. 40 • *Form 1295 Certificate of Interested Parties* More information is available in the *Proclamation 2020 Publisher Handbook*, p. 41
1/1/2020	1/31/2020	Select vendor to produce accessibility report (Publishers of electronic materials only)	• More information is available in the *Proclamation 2020 Publisher Handbook*, pp. 30–32

February–March 2020

Start date	End date	Subject	Description
2/1/2020	3/31/2020	*Proclamation 2020* contract	• Look for email from TEA containing *Proclamation 2020* contract for your signature More information is available in the *Proclamation 2020 Publisher Handbook*, p. 45

Proclamation 2020 Publisher Checklist (All times listed are Central time.)

March 2020

Start date	End date	Subject	Description
3/1/2020	3/31/2020	Return signed contract	• More information is available in the *Proclamation 2020 Publisher Handbook*, p. 45
3/1/2020	3/31/2020	Review responsibilities for back-ordered instructional materials	• More information is available in the *Proclamation 2020 Publisher Handbook*, p. 46

April 2020

Start date	End date	Subject	Description
4/24/2020	4/24/2020*	TEA announces the designated large-print and audio producers (Publishers with any print student materials only)	• Look for email from TEA announcing the designated large-print and audio producers More information is available in the *Proclamation 2020 Publisher Handbook*, pp. 30–32
4/1/2020	4/30/2020	Review requirements for updates and substitutions to adopted instructional materials	• More information is available in the *Proclamation 2020 Publisher Handbook*, p. 47

Proclamation 2020 Publisher Checklist (All times listed are Central time.)

May 2020

Start date	End date	Subject	Description
5/8/2020	5/8/2020*	*Proclamation 2020* Deadlines at 5:00 p.m.	• Accessibility Report(s) (Publishers of electronic materials only) • NIMAS Files (Publishers with any print student materials only) • Three complete copies of all student materials, not just those used to cite TEKS coverage, and one copy of NIMAS files to designated braille producer One complete copy of all students, not just those used to cite TEKS coverage, and one copy of NIMAS files to designed audio and large-print producers http://www.nimac.us/publishers-conversion-houses/ More information is available in the *Proclamation 2020 Publisher Handbook*, pp. 30–32 • *Publisher's Affidavit of Corrections* More information is available in the *Proclamation 2020 Publisher Handbook*, p. 36 • *Certification of Compliance with Manufacturing Standards* More information is available in the *Proclamation 2020 Publisher Handbook*, p. 42 • One complete, corrected, electronic post-adoption sample More information is available in the *Proclamation 2020 Publisher Handbook*, p. 43

June 2020

Start date	End date	Subject	Description
6/1/2020	6/30/2020	Fulfill district orders	

*These deadlines are included in the *Proclamation 2020* Schedule of Adoption Procedures.