

Requisition for Electronic Files of State-Adopted Instructional Materials

District Name County District Number

Instructional Materials (IM) Coordinator Telephone Number

Multiple List Code	Grade Level/Course Name	Electronic File Type
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- Electronic files must be ordered for a specific student with a print disability and may not be used for an entire classroom or library.
- Files may not be duplicated, copied, or downloaded.
- The publishing company may take appropriate legal action against the district for any copyright violations.
- All electronic files must be returned to the Instructional Materials Division (IMD) upon the student's completion of the course.
- The district must certify that it is not keeping any copies.
- School districts are financially responsible for replacing missing, lost, or damaged electronic files.

Your signature below indicates your understanding of and agreement to the above stipulations.

Email the signed requisition to IMD at instructional.materials@tea.texas.gov.

IM Coordinator Signature Date