

# Fulfilling a Need

Instructional Materials Division

Texas Education Agency

October 2019

- 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 Tropical Storm Imelda. 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 a School Year 2017-2018 District/Charter

**District Allotment Information**

IMA & TEKS Certification form was received on 4/3/2017.

[Confirm Contacts](#)   [Confirm Addresses](#)

**Instructional Materials Allotment Usage for School Year 2017-2018**

**Remaining Allotment: \$2,803,604.89   Available Allotment: \$2,803,604.89**

**EMAT**

- [EMAT Inventory Browser](#)
- [Reports](#)
- [Allotment Disbursement](#)
- [Report Lost/Damaged/Destroyed](#)
- [IMA & TEKS Certification Form 2017-2018](#)
- [Needs List Start Page](#)

**AIM**

- [AIM Enrollment](#)
- [AIM Inventory Browser](#)
- [Reports](#)
- [Report Lost/Damaged/Destroyed](#)
- [Receive AIM Vendor Shipments](#)

[Show Announcements](#)    Hide Complete Requisitions

**EMAT Requisition List** Find | 1-3 of 3

Requisition ID	Last Updated	Requisition Type	
NEXT		Allotment - Continuing Adoptions - EMAT	<a href="#">Create New Requisition</a>
NEXT		Allotment - New Adoptions - EMAT	<a href="#">Create New Requisition</a>
NEXT		Allotment-Component Requisition	<a href="#">Create New Requisition</a>

**AIM Requisition List** Find | 1-10 of 10

Requisition ID	Last Updated	Requisition Type	
NEXT		AIM - Annual Requisition - Audio - LD	<a href="#">Create New Requisition</a>
NEXT		AIM - Annual Requisition - Audio - VI	<a href="#">Create New Requisition</a>
NEXT		AIM - Annual Requisition - Digital Mats	<a href="#">Create New Requisition</a>

Select *Fulfill a Need* to view lists submitted by all districts.

## Needs List Start Page

**Needs List Contact Person**

Name

Email ID

Phone

[Save Contact](#)

### 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 [\[insert link\]](#).

### 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.

### 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.

### [Fulfill a Need](#)

Potential 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 [\[insert link\]](#).

[Return](#)

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

County District  

\*ISBN  

Publisher Name

Description / Title

You can click *Download* to download the needs list to an Excel spreadsheet.



Fulfill	Quantity to Provide	County District	County District Name	Grade	MLC	Subject	ISBN
<input type="checkbox"/>		123910	BEAUMONT ISD	5th Grade	5320	Social Studies, Grade 5	21612285-5
<input type="checkbox"/>		123910	BEAUMONT ISD	High School - Math	9152	Algebra II	9781608408160



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.

Submit

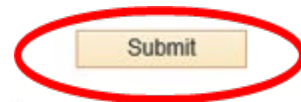
Download

Fulfill	Quantity to Provide	County District	County District Name	Grade	MLC	Subject	ISBN
<input checked="" type="checkbox"/>	25	123910	BEAUMONT ISD	5th Grade	5320	Social Studies, Grade 5	21612285-5
<input type="checkbox"/>		123910	BEAUMONT ISD	High School - Math	9152	Algebra II	9781608408160

Cancel

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.



Download							
Fulfill	Quantity to Provide	County District	County District Name	Grade	MLC	Subject	ISBN
<input checked="" type="checkbox"/>	25	123910	BEAUMONT ISD	5th Grade	5320	Social Studies, Grade 5	21612285-5
<input type="checkbox"/>		123910	BEAUMONT ISD	High School - Math	9152	Algebra II	9781608408160



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

Name

Email ID

Telephone

Organization Name

Additional Comments

County District	County District Name	Transaction Date-Time	Grade	MLC ISBN	
101912	HOUSTON ISD	09/19/2017 4:57:12PM	1st Grade	1123	9780544194267

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

### County District : 101912 HOUSTON ISD

Grade	Subject	ISBN	Title Description	Component ISBN	Component Description	Quantity Requested	Unit Price	Extended Amount	Publisher Vendor	Qualifying Condition
1st Grade	Literature 1, High School	9780078932410	Glencoe Literature Texas Treasures (Grade 9)			35	\$ 75.52	\$ 2,643.20	Glencoe/McGraw-Hill, a division of The McGraw-Hill Companies, Inc.	Enrollment of a substantial number of new students displaced by the hurricane
1st Grade	Mathematics (Spanish), Grade 1	9780544333796	Houghton Mifflin Harcourt Texas GO Math! Spanish Transition Classroom Package 1-Year Print/8-Year Digital Grade 1	9780544194267	Texas Spanish Teacher Guide Unit 2 Module 6 Grade 1	500	\$ 6.00	\$ 3,000.00	Houghton Mifflin Harcourt Depository	Enrollment of a substantial number of new students displaced by the hurricane
1st Grade	Science, Grade 1	9780328803392	Texas Interactive Science, Grade 1: Digital & Hardcover (online access through 2022)			5	\$ 58.97	\$ 284.85	Pearson Education, Inc., publishing as Scott Foresman	Materials lost or damaged as a result of the hurricane

Email a list of the needs you wish to fulfill to the Instructional Materials Division (IMD) at [instructional.materials@tea.texas.gov](mailto: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 Tropical Storm Imelda. Your generosity is greatly appreciated!



[instructional.materials@tea.texas.gov](mailto:instructional.materials@tea.texas.gov)

(512) 463-9601