



# Accessible Instructional Materials

Lea Ann Lee

IMCAT Conference

December 2019

## Copyright © Notice:

The materials are copyrighted © and trademarked ™ as the property of the Texas Education Agency (TEA) and may not be reproduced without the express written permission of TEA, except under the following conditions:

1. Texas public school districts, charter schools, and education service centers may reproduce and use copies of the Materials and Related Materials for the districts' and schools' educational use without obtaining permission from TEA.
2. Residents of the state of Texas may reproduce and use copies of the Materials and Related Materials for individual personal use only without obtaining written permission of TEA.
3. Any portion reproduced must be reproduced in its entirety and remain unedited, unaltered, and unchanged in any way.
4. No monetary charge can be made for the reproduced materials or any document containing them; however, a reasonable charge to cover only the cost of reproduction and distribution may be charged.

Private entities or persons located in Texas that are **not** Texas public school districts, Texas education service centers, or Texas charter schools or any entity, whether public or private, educational or non-educational, located **outside the state of Texas** *MUST* obtain written approval from TEA and will be required to enter into a license agreement that may involve the payment of a licensing fee or a royalty.

For information contact [copyrights@tea.texas.gov](mailto:copyrights@tea.texas.gov).



## *Accessible Instructional Materials (AIM) Basics*

- What is AIM?
- Eligibility
- Resources for non-state-adopted AIM

## *Ordering AIM in EMAT*

- Requisitions
- Special Textbook Redistribution Center (STRC)
- Receiving shipments

## *Inventory and Returns*

- Best practices for inventory control
- Researching items in EMAT
- Returning surplus AIM to the STRC

## *General Information/Reminders*

- Current and future proclamations
- Important dates
- Contacts



# AIM Basics



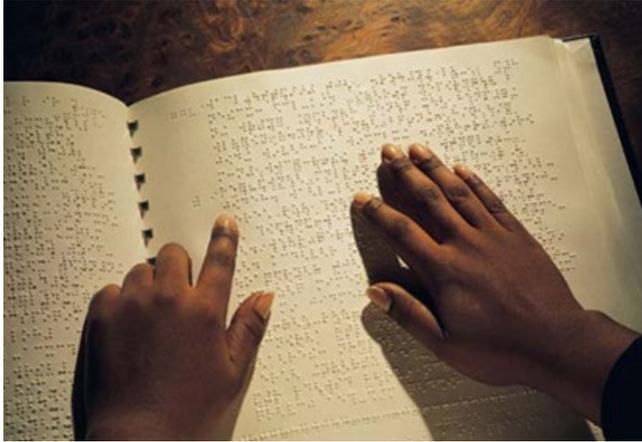
# What is Accessibility for Instructional Materials?

Accessibility is

- the practice of making instructional materials usable by as many people as possible, and
- giving everyone the same opportunities, no matter what their ability or circumstances.

Accessible instructional materials are designed or enhanced in a way that makes them usable across the widest range of learner variability, regardless of format.

# Accessible Instructional Materials Formats



- The Individuals with Disabilities Education Act (IDEA) requires school districts to provide accessible versions of instructional materials to students who are blind or otherwise unable to use printed materials.
- State-adopted accessible instructional materials are provided to eligible students at no cost to the district.
- Teachers with visual impairments can also requisition accessible formats of state-adopted teacher editions at no cost to the district.

Visit the TEA Accessible Instructional Materials webpage to order teacher materials in braille or large print.

[Home](#) / [Academics](#) / [Instructional Materials](#)

## Accessible Instructional Materials

The Individuals with Disabilities Education Act (IDEA) requires school districts to provide accessible versions of instructional materials to students who are blind or otherwise unable to use printed materials. Students with disabilities should receive materials in accessible formats at the same time as their peers receive their textbooks.

State-adopted accessible instructional materials (AIM), including braille, large-print, audio, and digital, are provided free of charge to eligible students, and the cost of these state-adopted AIM is not deducted from the technology and instructional materials allotment. However, if a district or open-enrollment charter school chooses to purchase AIM that are **not** state-adopted, they are responsible for the cost of the materials and may use allotment funding to pay for them.

State-adopted AIM ordered through the EMAT system belong to the state, so they should be returned after they are no longer needed by the student. If state-owned AIM are lost, destroyed, or irreparably damaged, the district or charter is responsible for the cost of replacing the materials.

### Related Links

The following are helpful links related to AIM:

- [Requisition for State-Adopted Instructional Materials Electronic Files \(PDF\)](#)
- [Requisition for State-Adopted Instructional Materials for Teachers with Visual Impairments \(PDF\)](#)
- [Instructions for Shipping Surplus Braille and Large-Print Instructional Materials \(PDF\)](#)

### Instructional Materials

[Accessible Instructional Materials](#)

[Ordering Instructional Materials](#)

[Publisher Portal](#)

[The Review and Adoption Process](#)

### Contact Information

#### Instructional Materials Ordering and Distribution

Phone: (512) 463-9601

Fax: (512) 475-3612

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



ras  
cuencia!

miami



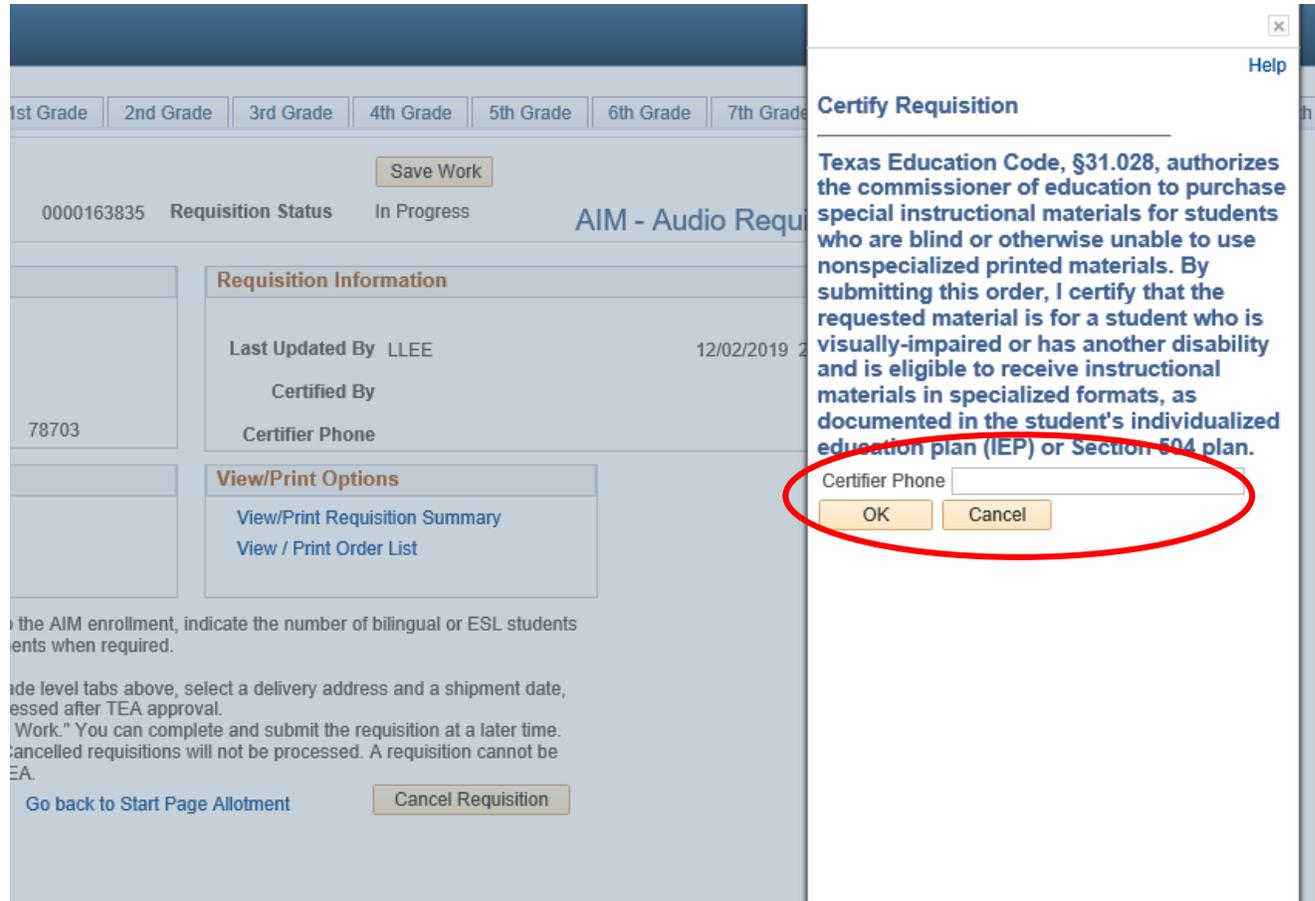
# Determining AIM Eligibility

- An admission, review, and dismissal (ARD) or 504 committee determines if a student requires AIM.
- The student's specific need for AIM is included in the individualized education program (IEP) developed under
  - the Rehabilitation Act, §504,
  - the Americans with Disabilities Act, or
  - the Individuals with Disabilities Education Act (IDEA).

- Each year, districts report students eligible for AIM to the Texas School for the Blind and Visually Impaired (TSBVI).
- Districts should maintain accurate records pertaining to students receiving AIM.
- Before submitting an AIM requisition in EMAT, districts are required to certify that the material is for a student who is eligible to receive instructional materials in specialized formats.

Please do not submit student names or any other confidential student information when contacting the Instructional Materials Division.

# Certifying AIM Requisitions



The screenshot shows the TEA AIM Requisition system interface. At the top, there are tabs for grade levels from 1st to 7th. Below this, a requisition with ID 0000163835 is shown, with a status of 'In Progress' and a title of 'AIM - Audio Requisition'. A 'Save Work' button is visible. The main content area is divided into sections: 'Requisition Information' and 'View/Print Options'. The 'Requisition Information' section includes fields for 'Last Updated By' (LLEE, 12/02/2019 2:17:03 PM), 'Certified By', and 'Certifier Phone' (78703). The 'View/Print Options' section includes links for 'View/Print Requisition Summary' and 'View / Print Order List'. A 'Certify Requisition' dialog box is overlaid on the right side of the screen. The dialog box contains the following text: 'Texas Education Code, §31.028, authorizes the commissioner of education to purchase special instructional materials for students who are blind or otherwise unable to use nonspecialized printed materials. By submitting this order, I certify that the requested material is for a student who is visually-impaired or has another disability and is eligible to receive instructional materials in specialized formats, as documented in the student's individualized education plan (IEP) or Section 504 plan.' Below the text is a 'Certifier Phone' input field and two buttons: 'OK' and 'Cancel'. The 'OK' and 'Cancel' buttons are circled in red.

To certify eligibility, enter the phone number of the district staff certifying the AIM requisition and click *OK*.

# Non-state-adopted AIM

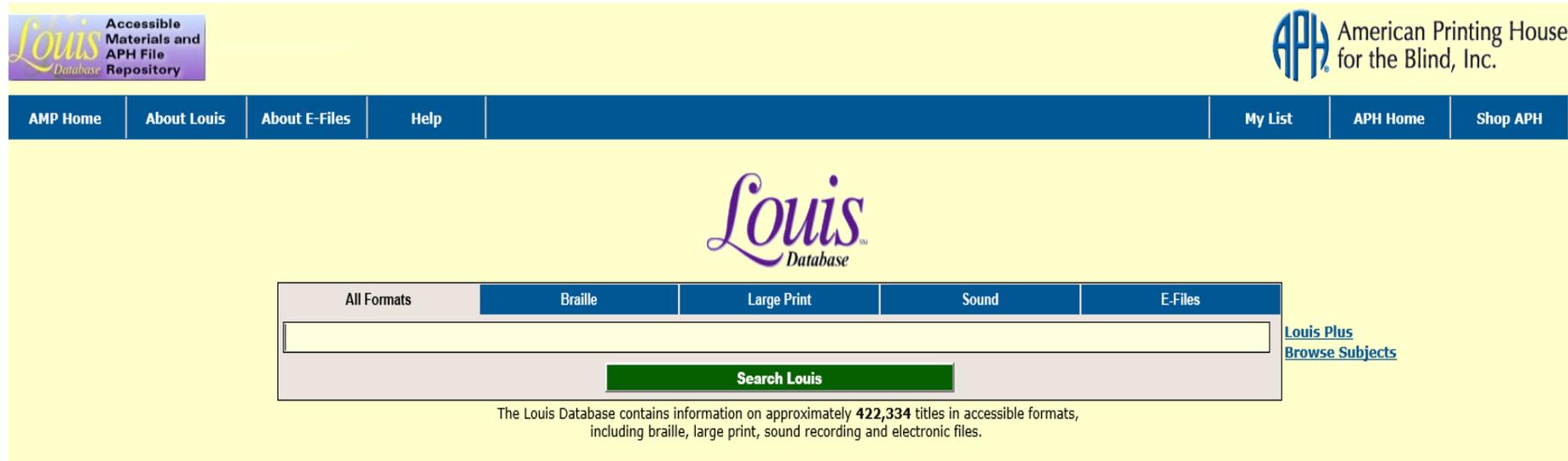
- If a district chooses to purchase non-state-adopted instructional materials, it is responsible for the full cost of any required specialized formats.
- Districts may use their technology and instructional materials allotment or IDEA B funding to purchase non-state-adopted AIM.

## Non-state-adopted AIM

- When placing an allotment disbursement request for an AIM order, please be aware that freight costs now come out of the state freight fund and not allotment funds.
- Any overages of freight costs must be returned. Contact TEA to report freight overages.



# Resources for Non-State-Adopted Accessible Instructional Materials



The screenshot shows the APH Louis Database website. At the top left is the logo for the Louis Database, Accessible Materials and APH File Repository. At the top right is the APH American Printing House for the Blind, Inc. logo. Below these is a navigation bar with links: AMP Home, About Louis, About E-Files, Help, My List, APH Home, and Shop APH. The main content area features the Louis Database logo and a search interface with tabs for All Formats, Braille, Large Print, Sound, and E-Files. A search input field and a green 'Search Louis' button are present. To the right of the search field is a link for 'Louis Plus Browse Subjects'. Below the search area, a text box states: 'The Louis Database contains information on approximately 422,334 titles in accessible formats, including braille, large print, sound recording and electronic files.'

Visit the APH Louis Database at

<http://louis.aph.org/catalog/CategoryInfo.aspx?cid=152> to search for accessible instructional materials that are not state adopted.

## Welcome Texas Schools

Not a member?

[Enroll today](#)

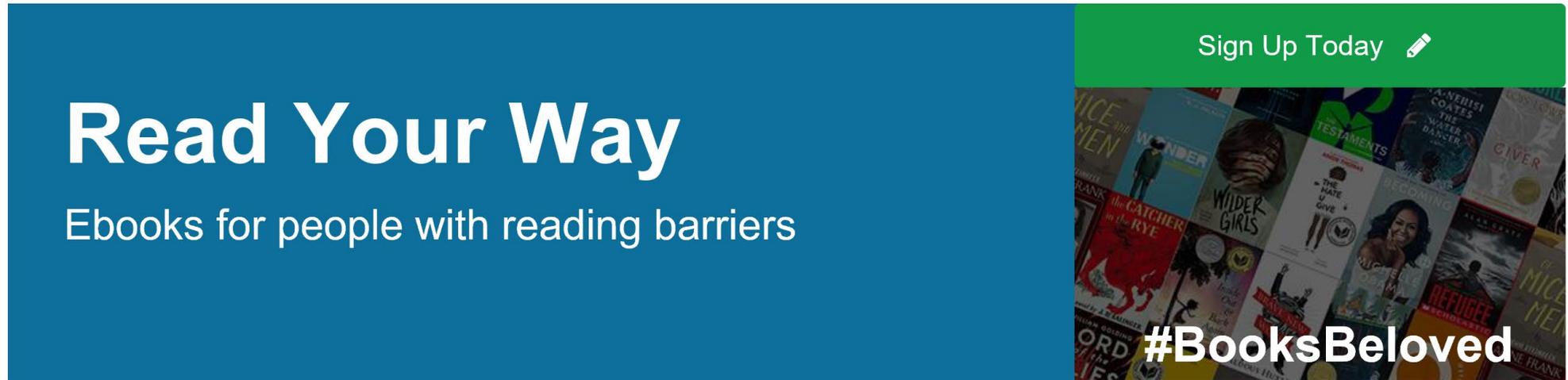
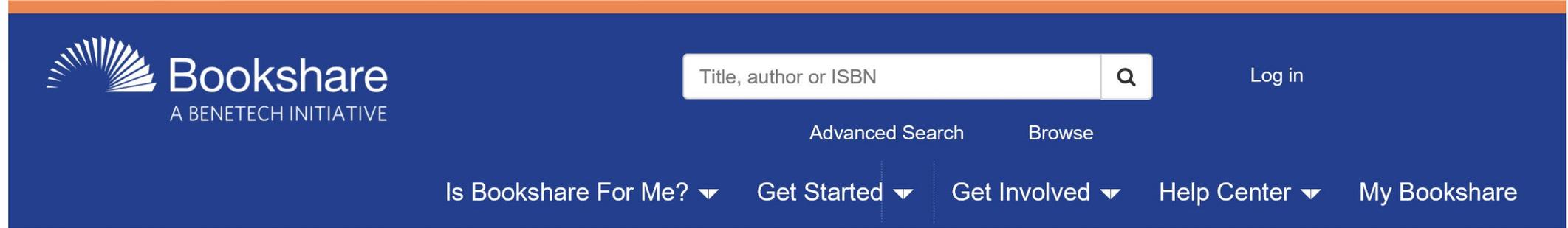
Already a member?

[Login](#)

The Texas Education Agency has provided a statewide membership that allows K-12 public and charter schools to have access to Learning Ally services for their students with print disabilities at no cost. Enroll your school today, learn more about membership benefits and read news about Texas schools succeeding with Learning Ally.

Contact [Rheaa Thompson](#) for support.

Visit Learning Ally at <http://www.learningally.org/Educators/school-grants/Texas> to search for accessible instructional materials.



The banner features a dark blue background on the left with the text "Read Your Way" in large white font, and "Ebooks for people with reading barriers" in a smaller white font below it. On the right, there is a collage of various book covers, including titles like "The Catcher in the Rye", "Wonder", "The Hate U Give", "The Giver", and "The Testaments". A green button with the text "Sign Up Today" and a pencil icon is positioned at the top right of the collage. The hashtag "#BooksBeloved" is overlaid in white text at the bottom right of the collage.

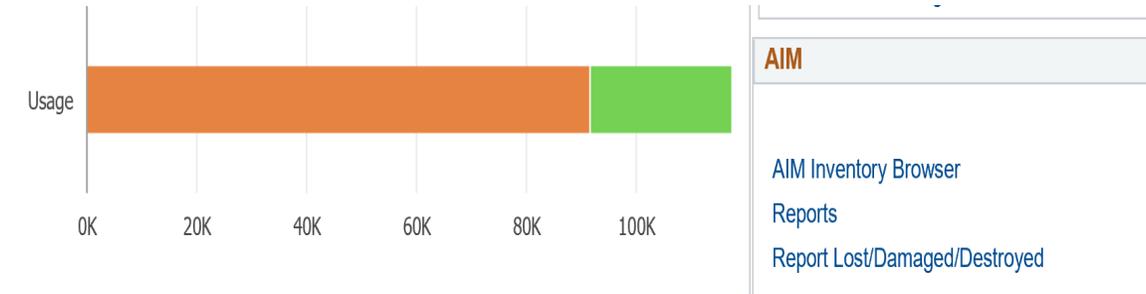
Through a US Department of Education grant, districts may access Bookshare’s library. Visit Bookshare at <https://www.bookshare.org> to search for accessible instructional materials.



# Ordering AIM in EMAT

# Creating a Requisition

Choose the appropriate requisition type and click *Create New Requisition*.



**AIM**

- AIM Inventory Browser
- Reports
- Report Lost/Damaged/Destroyed

ments  Hide Complete Requisitions

**sition List** Find | [?] | [grid] 1-2 of 2

Last Updated	Requisition Type	
	Allotment-Component Requisition	<a href="#">Create New Requisition</a>
	Allotment-Program Requisition	<a href="#">Create New Requisition</a>

**AIM Requisition List** Find | [?] | [grid] 1-4 of 4

Requisition ID	Last Updated	Requisition Type	
NEXT		AIM - Audio Requisition	<a href="#">Create New Requisition</a>
NEXT		AIM - Braille Requisition	<a href="#">Create New Requisition</a>
NEXT		AIM - Digital Materials Requisition	<a href="#">Create New Requisition</a>
NEXT		AIM - Large-Print Requisition	<a href="#">Create New Requisition</a>

# Entering Requisition Information

Summary Pre-Kindergarten Kindergarten **1st Grade** 2nd Grade 3rd Grade 4th Grade 5th Grade 6th Grade 7th Grade 8th Grade High School - ELA High School - M

District / Charter 246913  
School Year 2018-2019

LEANDER ISD  
Requisition ID NEXT

Requisition Status In Progress

Save Work

AIM - Annual Requisition - Audio - LD

## Eligible MLC

Requisition MLC

	MLC	ISBN		Long Description		Version	Eligible Quantity	Student Requisition Quantity	Population	Inventory Quantity On Hand	Price
1			 		 		0	0	0	0	
2	1004	9780547250168 	 	Texas Journeys, Grade 1	 	01	1	0	1	0	

Select the appropriate grade-level tab, select the *ISBN* and *Version* (if applicable), enter the *Student Requisition Quantity*, and click *Save Work*.

# Contracted and Uncontracted Braille

Contracted braille is standard format braille; braille code contains over 180 contractions of commonly-used letter combinations and words.

In EMAT, all braille titles are contracted unless an uncontracted format is requested.

⠠	⠠	⠠	⠠	⠠	⠠
but	can	do	every	from	go
⠠	⠠	⠠	⠠	⠠	⠠
have	just	knowledge	like	more	not
⠠	⠠	⠠	⠠	⠠	⠠
people	quite	rather	so	that	us
⠠	⠠	⠠	⠠	⠠	
very	will	it	you	as	

# Contracted and Uncontracted Braille

Uncontracted braille is a special format for beginning braille readers; it does not contain any contractions.

Change the version from 1 to 2 to order uncontracted braille.

Any state-adopted title can be requested in a special format. Contact TEA if you do not see the needed materials.

Uncontracted (Grade 1) Braille

									
a	b	c	d	e	f	g	h	i	j
									
k	l	m	n	o	p	q	r	s	t
									
u	v	x	y	z	w				

# Submitting the Requisition

[Summary](#) | [Pre-Kindergarten](#) | [Kindergarten](#) | [1st Grade](#) | [2nd Grade](#) | [3rd Grade](#) | [4th Grade](#) | [5th Grade](#) | [6th](#)

District / Charter School Yr: \_\_\_\_\_ | 63834 | Requisition Status: In Progress | [Save Work](#) | AIM

**Select a Delivery Address**

Delivery Address: 001902004

AIM Delivery P: \_\_\_\_\_

**Requisition Information**

Last Updated By: LLEE

Certified By: \_\_\_\_\_

Certifier Phone: \_\_\_\_\_

**Select a Shipment Date**

Shipping Date: 01/16/2020

**View/Print Options**

[View/Print Requisition Summary](#)

[View / Print Order List](#)

Click "View AIM Enrollment" to request adjustments to the AIM enrollment, indicate the number of bilingual or ESL students included in the AIM enrollment, or do off-level adjustments when required.

To submit this requisition, enter your orders on the grade level tabs above, select a delivery address and a shipment date, and click "Submit to TEA." The requisition will be processed after TEA approval.

To save the requisition without submitting, click "Save Work." You can complete and submit the requisition at a later time.

To cancel the requisition, click "Cancel Requisition." Cancelled requisitions will not be processed. A requisition cannot be cancelled or changed after it has been submitted to TEA.

[Submit to TEA](#) | [Go back to Start Page Allotment](#) | [Cancel Requisition](#)

On the summary tab, verify the AIM delivery address.

The shipping date will default to 45 days from the date of submission.

Click *Submit to TEA*.

# Delivery Contact for AIM

Include a contact name on *Address Line 2* of the *AIM Delivery Point* to ensure proper delivery of materials.

## Alternate Delivery Point

Location Code

246913003

Address Line 1

Address Line 2

City

State

ZIP Code

TX

Address updated by Gre

## AIM Delivery Point

Location Code

246913004

Address Line 1

Address Line 2

City

State

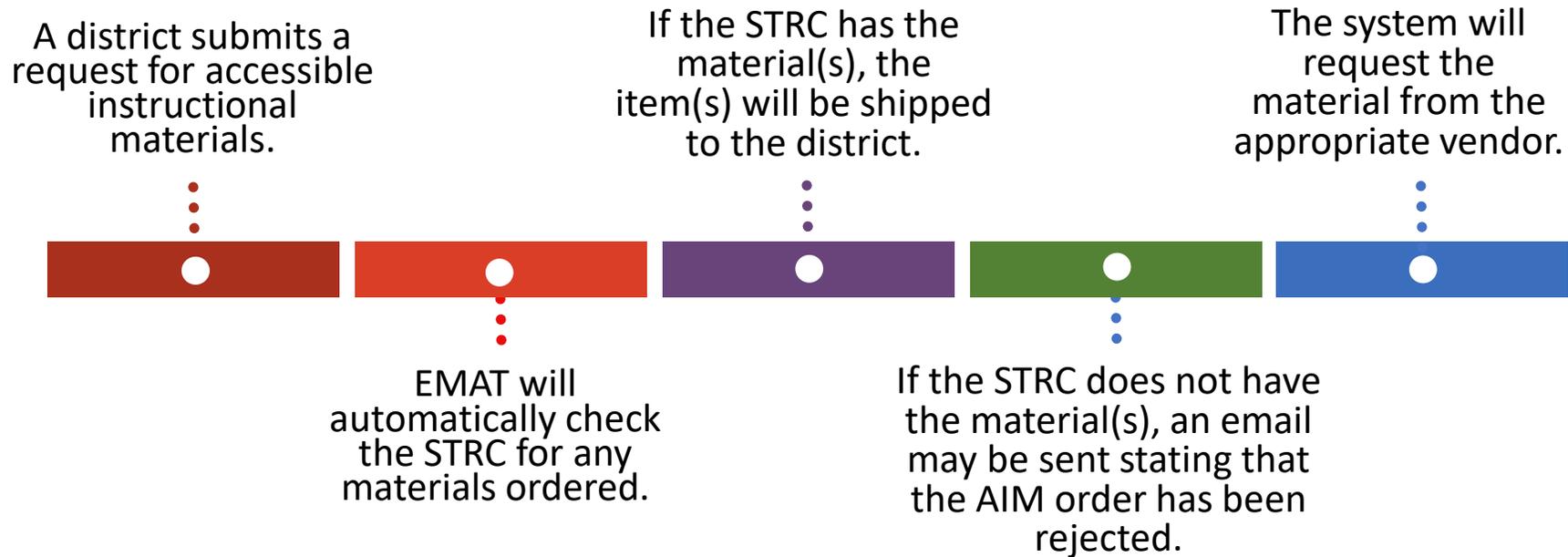
ZIP Code

TX

# Texas Administrative Code, Title 19, §66.1311(a)(1)

- A requisition for special instructional materials must be based on actual student enrollment to meet individual student needs.
- A district may request a second set of accessible instructional materials to allow a student to keep one set at home and one set at school.

# Special Textbooks Redistribution Center (STRC)



The STRC houses surplus braille and large-print materials.

# Receive STRC and AIM Vendor Shipments

## AIM

AIM Enrollment

AIM Inventory Browser

Reports

Report Lost/Damaged/Destroyed

Receive STRC Shipment

Receive AIM Vendor Shipments

*Receive STRC Shipment and Receive AIM Vendor Shipments* links will only be visible if you have materials to receive.

Contact TEA if you have not received titles that are listed under *Receive STRC Shipment* or *Receive AIM Vendor Shipments*. Shipments will be auto-received into your inventory after 60 days.



# Inventory Control and Returns

\*Select a School Year  ▼

District/Charter

## District Allotment Information

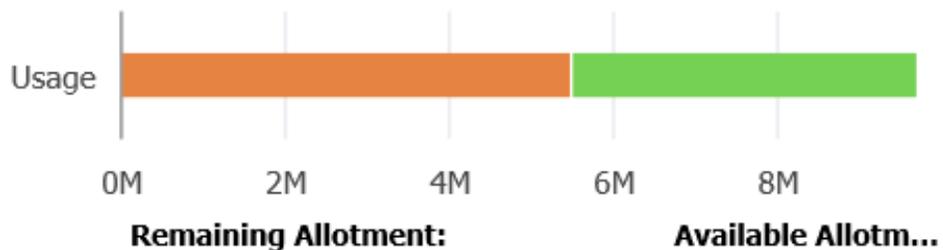
Allotment & TEKS Certification form was received on

[Confirm Contacts](#)

[Confirm Addresses](#)

## Instructional Materials Allotment Usage for School Year 2018-2019

Used  
Remaining



## EMAT

[EMAT Inventory Browser](#)

[Reports](#)

[Allotment Disbursement](#)

[Report Lost/Damaged/Destroyed](#)

[Allotment & TEKS Certification 2018-19](#)

[Needs List Start Page](#)

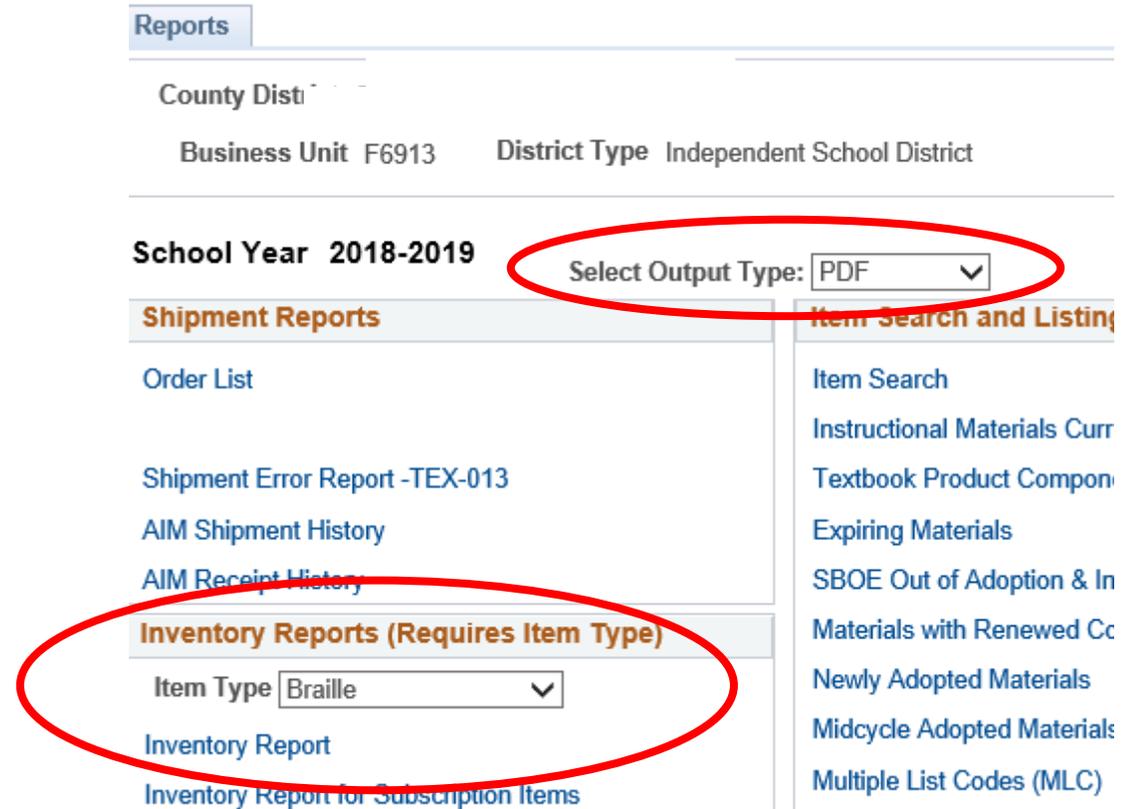
## AIM

[AIM Enrollment](#)

[AIM Inventory Browser](#)

Click on the *Reports* link.

Select the *Item Type* (format) from the drop-down list and click *Inventory Report*.



The screenshot shows the TEA Inventory Report interface. At the top, there is a 'Reports' tab. Below it, the 'County District' is set to 'F6913' and the 'District Type' is 'Independent School District'. The 'School Year' is '2018-2019'. A dropdown menu for 'Select Output Type' is set to 'PDF'. Below this, there are two main sections: 'Shipment Reports' and 'Inventory Reports (Requires Item Type)'. The 'Inventory Reports' section is highlighted with a red circle. Under 'Inventory Reports', there is an 'Item Type' dropdown menu set to 'Braille', which is also highlighted with a red circle. Below the 'Item Type' dropdown, there are three options: 'Inventory Report', 'Inventory Report for Subscription Items', and 'Inventory Report for Subscription Items'. To the right of the 'Inventory Reports' section, there is a 'Item Search and Listing' section with various options like 'Item Search', 'Instructional Materials Curr', 'Textbook Product Compon', 'Expiring Materials', 'SBOE Out of Adoption & In', 'Materials with Renewed Co', 'Newly Adopted Materials', 'Midcycle Adopted Materials', and 'Multiple List Codes (MLC)'.

# Inventory Report Details

					Inventory	Inventory
'2004	'9780547250212	Braille	Texas Journeys, Grade 2	EDUCATION SERVICE CENTER REGION 4	0	2
'2030	'9780736768672	Braille	Spelling Connections, Grade 2	EDUCATION SERVICE CENTER REGION 20	0	1
'2040	'9780547438023	Braille	Texas Write Source, Grade 2	EDUCATION SERVICE CENTER REGION 4	0	1
'2320	'2329728X	Braille	Texas Studies Weekly Second Grade	EDUCATION SERVICE CENTER REGION 20	0	1
'3004	'9780547250137	Braille	Texas Journeys, Grade 3 (SPECIAL FORMAT-UNCONTRACTED)	EDUCATION SERVICE CENTER REGION 4	0	1
'3320	'15440125	Braille	Texas Community Studies Weekly - History & Heroes SPECIAL FORMAT UNCONTRACTED	EDUCATION SERVICE CENTER REGION 20	0	1
'4004	'9780547250199	Braille	Texas Journeys, Grade 4	EDUCATION SERVICE CENTER REGION 4	0	1
'4040	'9780547438054	Braille	Texas Write Source, Grade 4	EDUCATION SERVICE CENTER REGION 4	0	1
'4320	'10987053	Braille	Texas Studies Weekly	EDUCATION SERVICE CENTER REGION 20	0	1

The *Inventory Report* lists all-state adopted materials ordered in the format selected.

Confirm Addresses



Available Allotment: \$

Hide Complete Requisitions

### EMAT

- EMAT Inventory Browser
- Reports
- Allotment Disbursement
- Report Lost/Damaged/Destroyed
- Allotment & TEKS Certification 2018-19
- Needs List Start Page

### AIM

- AIM Enrollment
- AIM Inventory Browser**
- Reports
- Report Lost/Damaged/Destroyed
- Ship to STRC
- Receive STRC Shipment
  
- Receive AIM Vendor Shipments

Click *AIM Inventory Browser* to display the history of an AIM order from start to finish.

County District

Multiple List Code  Reading, Grade 4

[Search](#)

[Go back to Start Page](#)

Items										
Item ID	ISBN		Long Description	Proclamation Year	View History	Volumes	Quantity in Inventory	Quantity On Order	Quantity Pending	AIMType
1	0000000000000007393	9780547250199	 Texas Journeys, Grade 4		<a href="#">View History</a>	<a href="#">Volumes</a>	1	0	0	Braille

Enter the multiple list code (MLC) and click *Search* to view the order history. Click *View History* to find more detailed information, such as when the materials were ordered and the ship and receive dates.

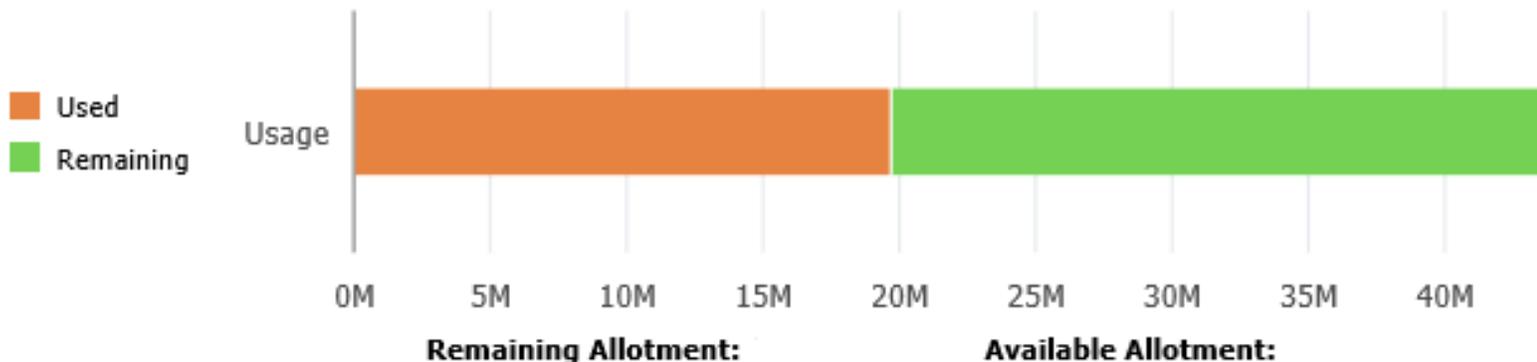
# Researching Items in EMAT

## DISTRICT Allotment Information

Allotment & TEKS Certification form was received on

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

### Instructional Materials Allotment Usage for School Year 2018-2019



## EMAT

- [EMAT Inventory Browser](#)
- [Reports](#)
- [Allotment Disbursement](#)
- [Report Lost/Damaged/Destroyed](#)
- [Allotment & TEKS Certification 2018-19](#)
- [Needs List Start Page](#)

## AIM

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

Click the *Reports* link to search for items available for order in EMAT.

## Item Search

Multiple List   ISBN   Item Type   Status  Adoption ID

Codes

Title  Publisher  

### Search by the following:

- MLC—Type an MLC or click the magnifying glass to choose an MLC.
- ISBN—Type an ISBN or click the magnifying glass to choose an ISBN. Do not include hyphens. Use the % symbol at the end of the ISBN to capture ISBNs with an extension (-SE, -1YR, -008).
- Item Type—Select the appropriate AIM type from the dropdown menu (*Braille, Large-Print, Audio*).
- Title—Type in the title or key words from the title.
- Publisher—Click the magnifying glass to generate a list of publishers.

Multiple List  ISBN  Item Type  Status  Adoption ID

Codes

Title  Publisher

Search

**List of Items**

	MLC	ISBN	Item ID	Status			Item Type	EMAT/AIM Type	Long Description
1	3200	9780328618880	000000000000070850	Active			AIM	Audio	Texas Interactive Science
2	3200	9780328618880	000000000000070047	Active			AIM	Large Print	Texas Interactive Science
3	3200	9780328618880	000000000000071247	Active			AIM	Braille	Texas Interactive Science SPECIAL FORMAT UNCONTRACTED

Click the *Item Details* icon, if needed.

The manufacturing status and number of volumes are displayed on the *Item Details* page.

## Item Details

### Description

Item Class	Program	ISBN	9780328618897	Item ID	000000000000069522	
Title	Texas Interactive Science					
Author	Dr. Don Buckley, Dr. Zipporah Miller, Dr. Karen Ostlund, et al		Copyright	2015	Edition	1
Comments						
System Requirements	<input type="text"/>					

### Item Attributes

EMAT Type	SBOE Adopted	Population Basis	Student	<input type="checkbox"/> Consumable	Ratio
Class Type	Student	Language	English		

### AIM Item Attributes

AIM Type	Braille	Mfg Status	Complete	Actual Page Count	1314
Version	01	Reason Unavailable	N/A	Number of Braille Pages	1217
Actual Volumes	13	Difficulty Level	N/A	Braille Pre pages	97
Contract Packaging	2014-B	Number of Graphics	99		

### Vendor Information

Contract Vendor				
Master Vendor ID	1741589572	EDUCATION SERVICE CENTER REGION 4	Location	000
Master Per page price	6.9500	Master Cost	PO	0000106674
Copy Vendor ID	1980463363	BRAILLE JYMICO INC.	Location	000
Copy per page price	0.2800	Binding Price		

# Item Details

Volumes [Download](#)

	Parent Item	Parent ISBN	Parent Description	Volume Number	Number of Braille Pages	Braille Pre pages	Graph Count	Product Type	Language	Copyright	Consumable	Price
1	000000000000071266	9780328618897	Texas Student Edition, Grade 4	1	122	24	7	Braille Pr	English	2015	<input type="checkbox"/>	\$40.880
2	000000000000071267	9780328618897	Texas Student Edition, Grade 4	2	119	7	16	Braille Pr	English	2015	<input type="checkbox"/>	\$35.280
3	000000000000071986	9780328618897	Texas Student Edition, Grade 4	3	97	7	8	Braille Pr	English	2015	<input type="checkbox"/>	\$29.120
4	000000000000071987	9780328619306	Texas Teacher's Edition, Grade 4	10	56	5	1	Braille Pr	English	2015	<input type="checkbox"/>	\$17.080
5	000000000000071988	9780328619306	Texas Teacher's Edition, Grade 4	11	61	5	5	Braille Pr	English	2015	<input type="checkbox"/>	\$18.480
6	000000000000071989	9780328619306	Texas Teacher's Edition, Grade 4	12	58	5	2	Braille Pr	English	2015	<input type="checkbox"/>	\$17.640

The standard replacement price per volume is displayed on the *Item Details* page.

# Returning Surplus AIM

# Surplus Materials

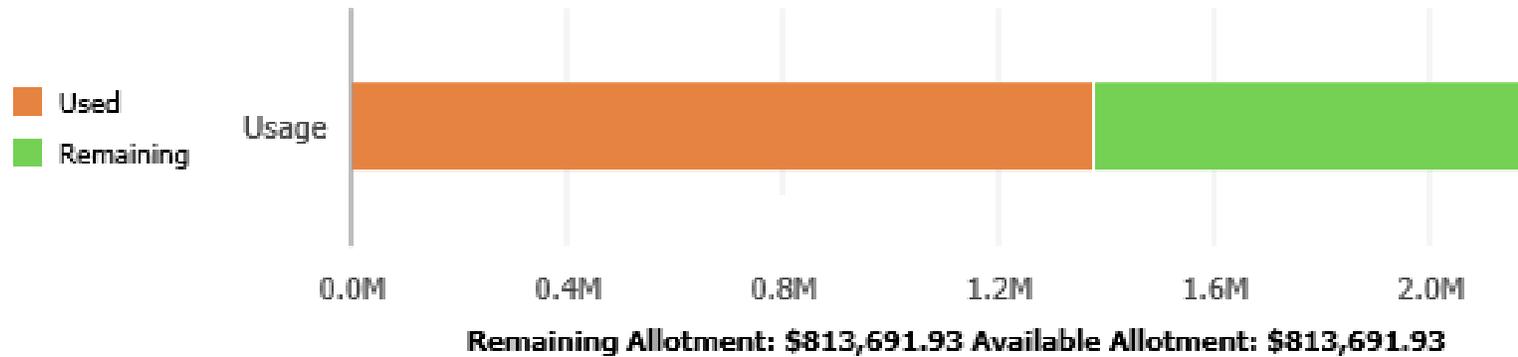
Accessible versions of state-adopted print materials are provided free to eligible students.

As state property, these materials must be returned to the STRC when no longer needed.

This year, the STRC is accepting surplus braille and large-print materials from November 4, 2019, through March 27, 2020.

# Returning Surplus Materials

Instructional Materials Allotment Usage for School Year 2018-2019



[Allotment & TEKS Certification 2018-19](#)  
[Needs List Start Page](#)

## AIM

[AIM Enrollment](#)  
[AIM Inventory Browser](#)  
[Reports](#)  
[Report Lost/Damaged/Destroyed](#)  
[Ship to STRC](#)  
[Receive STRC Shipment](#)

[Show Announcements](#)

Hide Comple

15

[Receive AIM Vendor Shipments](#)

Click *Ship to STRC*.

# Returning Surplus Materials

AIM Items on hand and STRC shipment status Find |  |  First  1-30 of 30

	MLC	Item ID	ISBN		Description	AIM Type	Available Qty	Quantity to Ship	Shipped Quantity Pending
<input checked="" type="checkbox"/>	2004	000000000000007372	9780547250212		Texas Journeys, Grade 2	Braille	2	<input type="text"/>	0
<input type="checkbox"/>	2030	000000000000023106	9780736768672		Spelling Connections, Grade 2	Braille	1		0
<input type="checkbox"/>	2040	000000000000022263	9780547438023		Texas Write Source, Grade 2	Braille	1		0
<input type="checkbox"/>	2320	000000000000087531	2329728X		Texas Studies Weekly Second Grade	Braille	1		0
<input type="checkbox"/>	3004	00000000000008516	9780547250137		Texas Journeys, Grade 3 (SPECIAL FORMAT-UNCONTRACTED)	Braille	1		0
<input type="checkbox"/>	3320	000000000000108899	15440125		Texas Community Studies Weekly - History & Heroes SPECIAL FORMAT UNCONTRACTED	Braille	1		0
<input type="checkbox"/>	4004	00000000000007393	9780547250199		Texas Journeys, Grade 4	Braille	1		0

Select the box located to the left of the MLC you wish to return. This will open the *Quantity to Ship* field.

# Returning Surplus Materials

AIM Items on hand and STRC shipment status Find | [icon] | [icon] First [dropdown] 1-30 of 30

	MLC	Item ID	ISBN		Description	AIM Type	Available Qty	Quantity to Ship	Shipped Quantity Pending
<input checked="" type="checkbox"/>	2004	000000000000007372	9780547250212		Texas Journeys, Grade 2	Braille	2	<input type="text" value="2"/>	0
<input type="checkbox"/>	2030	000000000000023106	9780736768672		Spelling Connections, Grade 2	Braille	1		0
<input type="checkbox"/>	2040	000000000000022263	9780547438023		Texas Write Source, Grade 2	Braille	1		0
<input type="checkbox"/>	2320	000000000000087531	2329728X		Texas Studies Weekly Second Grade	Braille	1		0
<input type="checkbox"/>	3004	00000000000008516	9780547250137		Texas Journeys, Grade 3 (SPECIAL FORMAT-UNCONTRACTED)	Braille	1		0
<input type="checkbox"/>	3320	000000000000108899	15440125		Texas Community Studies Weekly - History & Heroes SPECIAL FORMAT UNCONTRACTED	Braille	1		0
<input type="checkbox"/>	4004	00000000000007393	9780547250199		Texas Journeys, Grade 4	Braille	1		0

Enter the quantity to be shipped—not to exceed the *Available Quantity*. Repeat the previous steps until all items to be shipped have been updated.

# Returning Surplus Materials

<input type="checkbox"/>	9151	0000000000000088432
<input type="checkbox"/>	9161	0000000000000088806
<input type="checkbox"/>	9311	0000000000000091430
<input type="checkbox"/>	9350	0000000000000092985
<input type="checkbox"/>	94L2	0000000000000124051

Ready to ship to STRC

Save Work

Click the *Save Work* button. When ready to submit, click *Ready to Ship to STRC*.

EMAT will generate a packing list of selected materials. Shipments can include only materials listed on the packing list.

# Returning Surplus Materials

Click the button that corresponds to the weight of your shipment.

For shipments weighing 150 pounds or less, enter the weight of each individual box. Then click *OK*.

## Shipments with a weight less than or equal to 150 pounds

Shipments weighing less than or equal to 150 pounds are shipped via FedEx (1-800-463-3339) and require each box to be weighed separately.

Click the button labeled "Click when Total Weight <= 150 lbs." Next, enter the weight for each box. Press the (+) to add additional boxes. When you are finished entering box weights, click OK.

To ensure correct billing, reference the TEA account number 919321210 when contacting FedEx for pickup.

## Shipments with a weight of 151 pounds or greater

Shipments weighing 151 pounds or greater are shipped via Central Freight Lines Inc (1-800-782-5036).

Click the button labeled "Click when Total Weight > 150 lbs." Next, enter the total number of boxes to be shipped and the total weight of the shipment. Click OK.

*Make sure you allow pop-ups on your computer.*

Click the "Packing List" link, print the packing list, and include it in Box # 1.

Click the "Bill of Lading" link and print the bill of lading.

Contact Central Freight to schedule a pickup and advise the customer representative the shipment is to be billed to the TEA AIM Account.

Click when Total Weight > 150 lbs

Click when Total Weight <= 150 lbs

Enter Weights		
	Box Weight	
1	25	+
2	17	+

OK

Cancel



# Returning Surplus Materials

For shipments weighing 151 pounds or more, enter the total number of boxes and the total weight of the shipment. Then click *OK*.

## Shipments with a weight less than or equal to 150 pounds

Shipments weighing less than or equal to 150 pounds are shipped via FedEx (1-800-463-3339) and require each box to be weighed separately.

Click the button labeled "Click when Total Weight <= 150 lbs." Next, enter the weight for each box. Press the (+) to add additional boxes. When you are finished entering box weights, click OK.

To ensure correct billing, reference the TEA account number 919321210 when contacting FedEx for pickup.

## Shipments with a weight of 151 pounds or greater

Shipments weighing 151 pounds or greater are shipped via Central Freight Lines Inc (1-800-782-5036).

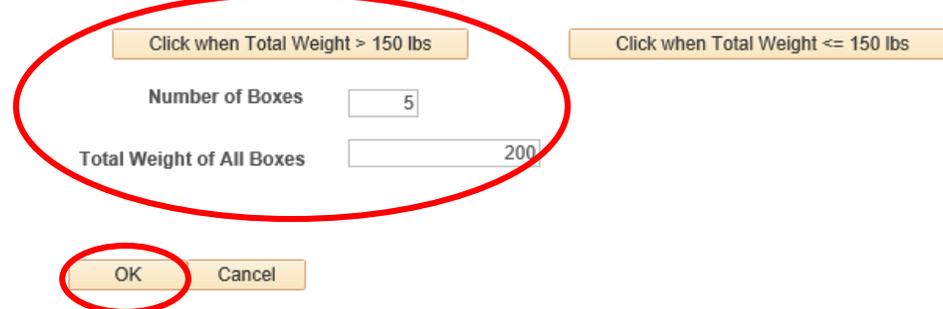
Click the button labeled "Click when Total Weight > 150 lbs." Next, enter the total number of boxes to be shipped and the total weight of the shipment. Click OK.

*Make sure you allow pop-ups on your computer.*

Click the "Packing List" link, print the packing list, and include it in Box # 1.

Click the "Bill of Lading" link and print the bill of lading.

Contact Central Freight to schedule a pickup and advise the customer representative the shipment is to be billed to the TEA AIA Account.



Click when Total Weight > 150 lbs

Click when Total Weight <= 150 lbs

Number of Boxes

Total Weight of All Boxes

OK Cancel

# Returning Surplus Materials

Click when Total Weight > 150 lbs

Number of Boxes 5

Total Weight of All Boxes 200.00

Shipment Number 55480

[Packing List](#) [Bill of Lading Print Button](#)

[Go Back](#)

Click the links to access the packing list and bill of lading.

Contact Central Freight at 800-782-5036 and reference the TEA AIM account.

# Returning Surplus Materials

- If you have surplus adopted materials that are not listed when you click *Ship to STRC*, check your inventory in EMAT.
- If not listed in inventory, you may need to confirm receipt of materials using one or both links displayed on your district's start page:
  - *Receive STRC Shipment*
  - *Receive AIM Vendor Shipments*

## AIM

AIM Enrollment

AIM Inventory Browser

Reports

Report Lost/Damaged/Destroyed

Receive STRC Shipment

Receive AIM Vendor Shipments

*Receive STRC Shipment and Receive AIM Vendor Shipments* links will only be visible if you have materials to receive.

# Returning Surplus Materials

The *Ship to STRC* page lists items that can be shipped to the STRC.

Only complete sets of AIM can be returned to the STRC.

If state-owned AIM are lost or damaged, the LEA must contact TEA and replace them at LEA expense.

## Ship to STRC

County District 246913 LEANDER ISD

Go back

EMAT will display all titles eligible for shipment to the STRC. Items are displayed in M

1. Select the box located to the left of the MLC you wish to return. This will
2. Enter the quantity to be shipped; not to exceed the "Available Quantity."
3. Repeat previous steps until all items to be shipped have been updated on
4. Click the "Save Work" button.
5. When you are ready to submit the list, click the "Ready to Ship to STRC" I

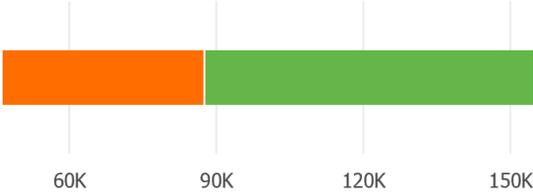
### AIM Items on hand and STRC shipment status

	MLC	Item ID	ISBN	
<input type="checkbox"/>	2004	0000000000000007372	9780547250212	

# Reporting Lost or Damaged AIM

Confirm Contacts    Confirm Addresses

Year 2019-2020



60K    90K    120K    150K

Hide Complete Requisitions

Allotment Disbursement  
 Report Lost/Damaged/Destroyed  
 Allotment & TEKS Certification 2019-20  
 Needs List Start Page

**AIM**

AIM Inventory Browser  
 Reports  
Report Lost/Damaged/Destroyed

e	Find   1-8 of 8	AIM Requisition List	Find   1-4 of 4																				
	<a href="#">Create New Requisition</a>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Requisition ID</th> <th>Last Updated</th> <th>Requisition Type</th> <th></th> </tr> </thead> <tbody> <tr> <td>NEXT</td> <td></td> <td>AIM - Audio Requisition</td> <td><a href="#">Create New Requisition</a></td> </tr> <tr> <td>NEXT</td> <td></td> <td>AIM - Braille Requisition</td> <td><a href="#">Create New Requisition</a></td> </tr> <tr> <td>NEXT</td> <td></td> <td>AIM - Digital Materials Requisition</td> <td><a href="#">Create New Requisition</a></td> </tr> <tr> <td>NEXT</td> <td></td> <td>AIM - Large-Print Requisition</td> <td><a href="#">Create New Requisition</a></td> </tr> </tbody> </table>	Requisition ID	Last Updated	Requisition Type		NEXT		AIM - Audio Requisition	<a href="#">Create New Requisition</a>	NEXT		AIM - Braille Requisition	<a href="#">Create New Requisition</a>	NEXT		AIM - Digital Materials Requisition	<a href="#">Create New Requisition</a>	NEXT		AIM - Large-Print Requisition	<a href="#">Create New Requisition</a>	
Requisition ID	Last Updated	Requisition Type																					
NEXT		AIM - Audio Requisition	<a href="#">Create New Requisition</a>																				
NEXT		AIM - Braille Requisition	<a href="#">Create New Requisition</a>																				
NEXT		AIM - Digital Materials Requisition	<a href="#">Create New Requisition</a>																				
NEXT		AIM - Large-Print Requisition	<a href="#">Create New Requisition</a>																				
ram	<a href="#">Create New Requisition</a>																						
ram	Complete																						
ram	Complete																						
ram																							

Click *Report Lost/Damaged/Destroyed* on the district start page in EMAT.

# Reporting Lost or Damaged AIM

The TEX-009 is used to report lost or damaged AIM and obtain the necessary documents to submit payment to TEA.

Click *TEX-009 Lost or Damaged AIM*.

## TEX-009 Lost or Damaged AIM

Accessible instructional materials (referred to in EMAT as AIM) belong to the state. If AIM are lost, destroyed, or irreparably damaged, the district or charter is responsible for the cost of replacing the materials.

Districts must submit a TEX-009 for lost or damaged volumes. Complete the TEX-009 by selecting the item type and reason and providing the details about the missing or damaged AIM. Then, click *View Report* to print a copy of the invoice to accompany payment to TEA.

Upon receipt of payment, TEA will contact the district to determine if replacement volumes are needed. Any needed replacement volumes will be ordered and shipped to the district. If replacements are not needed for an entire title, the title will be removed from district inventory.

## TEX-013 Shipment Error Report

Districts must submit a TEX-013 reporting delivery of defective instructional materials or other shipment errors as soon as the materials are received. Complete the TEX-013 and save it to your computer. Email a copy to the appropriate depository or publisher. Submit the TEX-013 to TEA by clicking *Submit by Email* or emailing a copy to [instructional.materials@tea.texas.gov](mailto:instructional.materials@tea.texas.gov). Districts should direct questions about the defective material directly to the depository or publisher. The publisher and depository contact information can be found at

<http://tea.texas.gov/WorkArea/DownloadAsset.aspx?id=51539615262>

# Reporting Lost or Damaged AIM

**Report Lost/Damaged/Destroyed**

County District \_\_\_\_\_ Region \_\_\_\_\_  
 Business Unit \_\_\_\_\_ District Type Independent School District Status Active

School Year 2019-2020 [Return to Report Lost/Damaged/Destroyed Page](#)

Report ID R00 Type TEX\_009

Transaction Date-Time \_\_\_\_\_ Approval Status \_\_\_\_\_

Item Type Braille \*Reason \_\_\_\_\_

Description \_\_\_\_\_

Report Name	Description	Format	View Report
TEX_009	Lost or Damaged AIM	PDF	<a href="#">View Report</a>

Save Submit Approve Deny Total Amount Due \$0.00

\* Unit Cost column contains the publisher's price for the product.

	*Grade Level	*MLC	*ISBN	All Volumes?	Description	Inventory Quantity	Quantity	Publisher Price Per Unit	Unit Cost *	Total		
1	1st Grade			<input checked="" type="checkbox"/>				\$0.00	\$0.00		<a href="#">+</a>	<a href="#">-</a>

Select the item type, reason, and details about missing AIM volumes(s).

# Reporting Lost or Damaged AIM

School Year 2019-2020

[Return to Report Lost/Damaged/Destroyed Page](#)

Report ID **R00** Type **TEX\_009**

Transaction Date-Time Approval Status

Item Type  \*Reason

Description

Reports			
Report Name	Description	Format	View Report
TEX_009	Lost or Damaged AIM	PDF	<a href="#">View Report</a>

Total Amount Due **\$0.00**

Click *Save*, *Submit*, and *View Report* to print the invoice and mail it to TEA with a check. If replacement volumes are needed, they will be ordered and sent to the district.

# Returning Large-Print Consumable Materials

- Do not return *used* consumable materials.
- Do return *unused* consumable materials.
- Packages that consist of only consumables are removed from district inventories each year.
- Please contact Lea Ann Lee at [leaann.lee@tea.texas.gov](mailto:leaann.lee@tea.texas.gov) for assistance in returning unused consumable materials.

# Returning Out-of-Adoption Materials

Return out-of-adoption braille and large-print materials when they are no longer in use.

- Package these materials separately from in-adoption materials.
- Label the boxes *OUT-OF-ADOPTION*.

Contact Lea Ann Lee at [leaann.lee@tea.texas.gov](mailto:leaann.lee@tea.texas.gov) to obtain a shipping label or bill of lading for these materials.



# General Information and Reminders



# Current and Future Proclamations

## *Proclamation 2020*

English language arts and reading, grades 9–12; adopted in November 2019; available in EMAT when it opens in May

## *Proclamation 2021*

Prekindergarten systems; issued in June 2019

## *Proclamation 2022*

Health, physical education, and CTE (specific courses TBD); expected to be issued in spring 2020

- The IM Division sends periodic listserv bulletins with valuable information.
- Join at <https://public.govdelivery.com/accounts/TXTEA/subscriber/new>.
- Enter your email address and select *Submit*.
- Select *Instructional Materials* from the available topics along with other listserv topics you would like to receive information about.
- The allotment amounts are announced through a *To the Administrator Addressed* listserv bulletin each biennium.

# Important Dates

November 4, 2019:  
STRC opens

February/March 2020:  
*Allotment & TEKS  
Certification Form*  
becomes available

March 27, 2020: STRC  
closes

April 1, 2020: EMAT  
closes for the 2019–20  
school year

May 4, 2020: EMAT  
opens for the 2020–21  
school year

## Important Dates (cont.)

May 15, 2020: Order braille materials by this date to ensure delivery by August 24, 2020.

July 24, 2020: Order large-print and audio materials by this date to ensure delivery by August 24, 2020.



# TEA/AIM Contact Information

Instructional Materials Division

[IM Help Desk](#)

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

(512) 463-9601

TEA/AIM Website

[https://tea.texas.gov/Academics/Instructional Materials/Accessible Instructional Materials](https://tea.texas.gov/Academics/Instructional_Materials/Accessible_Instructional_Materials)

- Lea Ann Lee, Accessible Instructional Materials Specialist  
[leaann.lee@tea.texas.gov](mailto:leaann.lee@tea.texas.gov)
- Latrice Burleson, Distribution Specialist  
[latrice.burleson@tea.texas.gov](mailto:latrice.burleson@tea.texas.gov)
- Alejandro Perez, Distribution Specialist  
[alejandro.perez@tea.texas.gov](mailto:alejandro.perez@tea.texas.gov)
- Janet Warren, Director of Distribution and Accessibility  
[janet.warren@tea.texas.gov](mailto:janet.warren@tea.texas.gov)
- Kelly Callaway, Senior Director Instructional Materials Division  
[kelly.callaway@tea.texas.gov](mailto:kelly.callaway@tea.texas.gov)



**Thank you!**