

Introduction to *Proclamation 2021* Webinar, May 21, 2019
Questions and Answers

GENERAL

QUESTION: Who do we contact with questions?

ANSWER: Please submit your questions through the [Instructional Materials Help Desk](#).

QUESTION: Where is the draft of *Proclamation 2021* located?

ANSWER: *Proclamation 2021* is posted to the [Proclamations webpage](#).

QUESTION: Is the publisher orientation in September also a webinar?

ANSWER: Yes.

QUESTION: Will there be an additional quality review in addition to the state review panel?

ANSWER: Instructional materials submitted in response to *Proclamation 2021* will not automatically be reviewed for quality. The Instructional Materials Quality Evaluation (IMQE) for the Instructional Materials Portal (IMP) is a separate process from the State Board of Education's (SBOE) review and adoption process. Publishers that wish to submit materials to the IMQE for inclusion on the IMP must follow the IMQE application process.

QUESTION: It was stated that health education will no longer be part of *Proclamation 2021*. Will a call for physical education for grades 6–12 also not be part of *Proclamation 2021*? Will *Proclamation 2021* only include prekindergarten systems?

ANSWER: *Proclamation 2021* only includes a call for materials for prekindergarten systems.

QUESTION: When will health and physical education new standards be released?

ANSWER: That information is not yet available. You can follow the progress of Texas Essential Knowledge and Skills (TEKS) reviews on the [TEKS Review and Revision website](#).

QUESTION: Will this proclamation include health education?

ANSWER: No.

QUESTION: What qualifies as “adopted print student materials?” There is a collection of children’s books in our curriculum, which have a primary purpose of read-aloud done by teachers and are not student readers. Would TEA consider those books to be “adopted print student materials?”

ANSWER: An adopted print student material is a material that is intended for student use and available in print format. For the purpose of determining what needs to be converted to

Introduction to *Proclamation 2021* Webinar, May 21, 2019

Questions and Answers

accessible formats, components intended only for teachers to read from would not be considered student components.

QUESTION: What qualifies as “blackline masters and any other materials included in the teacher component that are intended for student use?” Can this be summarized as handouts for students/worksheets?

ANSWER: This includes anything in the teacher material that is intended to be distributed to students in print form, including handouts and worksheets.

QUESTION: Please clarify the meaning of “each product” and/or “each adopted product.” E.g., does the full curriculum = each product, or does each component piece = one product?

ANSWER: We often use the terms *product* and *program* interchangeably to refer to a collection of components included in a publisher's submission for one subject area and grade level or course.

QUESTION: For *Proclamation 2011*, publishers were required to use a Texas depository to house/distribute adopted curriculum to programs. According to the definition of “Depository” on page 28, they must be EMAT (the Texas instructional materials ordering system) and Electronic Data Interchange (EDI) compliant, but publishers are not required to use a depository. Does this mean that we can fulfill orders from a warehouse outside of the state of Texas?

ANSWER: Currently, you can fulfill orders from anywhere you like, but please be advised that TEA will only pay for intrastate shipping costs with our contracted freight providers. Publishers are responsible for all other shipping costs.

The answer to this question will change at some point in the future due to new legislation passed by the 86th Texas Legislature ([House Bill 396](#)).

QUESTION: How is “electronic product” defined? Does that refer to digital files of our print content, our digital-only content, or both?

ANSWER: An electronic product is anything delivered through an electronic, digital, or online medium. Digital files of print content and digital-only content are both considered electronic products.

QUESTION: What are the differences from a "normal" adoption?

ANSWER: One difference in the prekindergarten adoption is that prekindergarten materials must align to the Texas Prekindergarten Guidelines (TPG) rather than to the TEKS. Another is

Introduction to *Proclamation 2021* Webinar, May 21, 2019

Questions and Answers

that the samples provided to TEA, each of the education service centers (ESCs), and the districts must be in the same format as that which will be sent to districts upon ordering.

QUESTION: What is the budget for this adoption?

ANSWER: Districts will use allotment funds from the 2020–2021 biennium to pay for materials adopted under *Proclamation 2021*. The allotment amounts have not yet been determined.

QUESTION: What is my role as a district prekindergarten coordinator in the adoption?

ANSWER: You can apply to serve on the state review panel that will review materials submitted for adoption once the application is available or visit the nearest ESC to review the materials under consideration and provide feedback after the pre-adoption submission deadline has passed. You may also be responsible for requesting pre-adoption samples for your district to review prior to your local selection, and in most districts, you will be very involved in that local selection

DELIVERABLES AND REQUIREMENTS

QUESTION: What is the adoption timeline?

ANSWER: The adoption timeline is the schedule of events and deadlines for any specific proclamation. The adoption timeline starts on page 6 of [Proclamation 2021](#).

QUESTION: How do I create a timeline for the adoption process?

ANSWER: The adoption timeline starts on page 6 of [Proclamation 2021](#). We will also provide a detailed publisher checklist in the publisher handbook, which will be released in the coming months.

QUESTION: Do new materials need to be aligned to the TPG?

ANSWER: Yes.

QUESTION: Please confirm the date the standards were last updated.

ANSWER: The TPG were updated in 2015.

QUESTION: Will there be any changes made to the 2015 approved TPG as they relate to *Proclamation 2021*?

ANSWER: No. The [TPG](#) included in [Proclamation 2021](#) are final.

Introduction to *Proclamation 2021* Webinar, May 21, 2019

Questions and Answers

QUESTION: Do infant toddler standards need to appear in embedded lesson plans? Are there breakouts for those?

ANSWER: No. Prekindergarten materials submitted for consideration must align to the end-of-year outcomes in the [TPG](#).

QUESTION: Do you have a *Statement of Intent to Bid* template that you can share?

ANSWER: No. The *Statement of Intent to Bid* is completed electronically in EMAT, but you can view the [Proclamation 2020 Statement of Intent to Bid Training](#) on the [Publisher Portal](#) to get a general idea of what is required.

QUESTION: Are statements of intent to bid due in January, not December?

ANSWER: Yes. The *Statement of Intent to Bid* is due Monday, January 6, 2020.

QUESTION: Will the call be for complete learning systems that include print, digital, and hands-on materials?

ANSWER: Yes.

QUESTION: I have both the TPG (Updated 2015) and the Early Childhood Outcomes and Prekindergarten Guidelines Alignment (updated with the Revised 2015 TPG). Which of these is to be followed when creating curriculum correlations?

ANSWER: The TPG (Updated 2015) were used to create the breakout document, which will be made available on the [breakouts webpage](#) soon. After submitting a *Statement of Intent to Bid*, publishers will receive a correlation document that includes the breakouts.

QUESTION: Should the citations pertain to the “By around 48 months of Age” skill level or to the “End of Prekindergarten Year Outcomes” ?

ANSWER: Publishers must demonstrate alignment to the end-of-year outcomes.

QUESTION: When will the TEA-supplied Excel documents for the correlations be available?

ANSWER: TEA staff will email correlation templates to publishers that submit a *Statement of Intent to Bid* in January 2020. Publishers must use the correlations templates from TEA. No other format will be accepted.

Introduction to *Proclamation 2021* Webinar, May 21, 2019

Questions and Answers

QUESTION: Regarding the requirement that submitted materials must meet 50% of the [TPG](#), referenced on pages 17 and 26:

- During the introductory webinar, the presenters stated that (1) in the past cycle (approximately 10 years ago), it was required that each learning standard be met five times over the course of a school year, and (2) that historical requirement is no longer in place and new requirements are in place and are laid out in the draft proclamation.
- The draft proclamation states on page 17 that: Instructional materials must cover at least 50% of the TPG for the course in materials intended for student use and materials intended for teacher use as specified in [19 Texas Administrative Code \(TAC\) §66.27\(h\)](#). In determining the percentage of the TPG covered by the material, each student expectation or outcome counts as an independent element of the standards ([19 TAC §66.66\(b\)\(1\)](#)).
- [19 TAC §66.27\(h\)](#) does not state that instructional materials must cover at least 50% of the TPG; [19 TAC §66.66\(b\)\(1\)](#) does identify this 50% coverage requirement, but only relating to the TEK S. [19 TAC §66.66\(b\)\(1\)](#) does not specifically state how this 50% coverage requirement is to be met.

The core question is what is the standard by which an individual guideline is ruled to be met? This is not identified in the referenced chapters on page 17 ([19 TAC §66.27\(h\)](#) and [19 TAC §66.66\(b\)\(1\)](#)). If in the past adoption cycle, a standard was to be met five times over the course of a school year, how many times does it need to be addressed in a school year now—just once? Further detail on meeting this 50% coverage requirement would be much appreciated.

ANSWER: The previous requirement that each learning standard be met five times over a course of the school year is no longer applicable. The new requirements, which are included in *Proclamation 2021*, require that each breakout of an expectation be covered once in the student text narrative and once in an activity in both the materials intended for students and those intended for teachers.

The TPG are organized into ten domains: social and emotional development, language and communication, emergent literacy reading, emergent literacy writing, mathematics, science, social studies, fine arts, physical development, and technology. To be eligible for adoption, prekindergarten systems must cover at least 50% of the end-of-year outcomes in each domain of the TPG, be suitable for the subject and grade level, be reviewed by academic experts, comply with applicable manufacturing standards, and be free from factual errors at the time they are delivered to schools.

Introduction to *Proclamation 2021* Webinar, May 21, 2019

Questions and Answers

QUESTION: Will you have a rubric that can be shared with publishers?

ANSWER: The state review panels are provided with an evaluation instrument to help them evaluate materials for alignment to the component parts, or breakouts, of each end-of-year outcome. We will post the breakout document as soon as it is available to the [breakouts webpage](#).

Publishers must provide a narrative citation and an activity citation for each breakout. A narrative citation is content that allows the teacher an opportunity to teach the knowledge or skill or an opportunity for the student to learn. An activity citation is content that allows the student an opportunity to demonstrate the knowledge or practice the skill. Each breakout must have an acceptable narrative and activity citation for the end-of-year outcome to be considered sufficiently addressed.

QUESTION: We have removed individual authors from the covers of our publications, and all publications are registered with our company listed as the author. How does this practice affect the *Affidavit of Authorship or Contribution* requirement?

ANSWER: You are required to submit an *Affidavit of Authorship or Contribution* form for each program submitted for consideration to ensure compliance with [19 TAC §66.28\(e\) and \(f\)](#), which prohibits publishers from submitting materials that have been authored or contributed to by a current employee of TEA.

QUESTION: Regarding the List of Corrections and Editorial Changes (Errata File) due to TEA on Monday, August 17, 2020, the draft proclamation (page 8) states “Publishers should include responses to errors identified by the state review panel and the public and editorial changes made in response to comments from the state review panel and the public.” However, the public is not required to submit their “Official written comments and alleged factual errors from Texas residents concerning materials under consideration due to TEA” (draft, page 8) until that same day of Monday, August 17, 2020. If that’s the case, how is the publisher supposed to know what errors the public has identified? Does that fall under “Content changes made in materials under consideration in response to public comment due to TEA” found on draft page 9 (“Tuesday, seven business days prior to the vote by SBOE at November meeting; actual date TBD”)?

ANSWER: The public comment period begins when publishers submit pre-adoption samples to —TEA and each of the 20 ESCs. We will forward any comments we receive to the publisher for a response. If public comment is received after the errata file is submitted, publishers can provide responses by the deadline established in the proclamation for the updated list of corrections and editorial changes.

Introduction to *Proclamation 2021* Webinar, May 21, 2019

Questions and Answers

QUESTION: From page 16 of the draft proclamation: “Texas Identification Number is also required when a publisher applies for access to the EMAT system. If a publisher already has EMAT access and there are no changes, a new application is not required.” What constitutes “changes,” in this context?

ANSWER: If you already have EMAT access and will be operating under the same taxpayer identification number and company name, you do not need to reapply.

QUESTION: For “Embedded Correlations to the TPG,”—electronic products only (pre-adoption)—please confirm that this does not apply to printed products (that TPG do not need to be listed within content of printed materials).

ANSWER: Correct. Embedded correlations are only required in electronic products.

QUESTION: What are the language requirements for the prekindergarten adoption?

ANSWER: The SBOE is inviting bids to furnish instructional materials for English and Spanish prekindergarten systems.

QUESTION: Can materials be in Spanish only?

ANSWER: Yes. Publishers can submit materials in English, Spanish, or both.

QUESTION: For *Proclamation 2011*, we were under the impression that submitted curriculum products were required to be bilingual (English and Spanish). Do we need to provide a comprehensive bilingual product, or can we submit separate English and Spanish versions?

ANSWER: The SBOE is inviting bids to furnish instructional materials for English and Spanish prekindergarten systems. Publishers can submit materials in English, Spanish, or both.

QUESTION: What are machine-readable TPG?

ANSWER: The TPG are provided in an IMS Global CASE-Certified, machine-readable format so districts and publishers can easily access up-to-date versions of the TPG for use within their applications (e.g., learning platforms, learning management systems). They create a consistent way of documenting and referencing learning standards and competencies. You can find further information about machine-readable Texas Prekindergarten Guidelines on the [Texas Gateway](#).

QUESTION: Please provide more information on “Machine-readable Texas Prekindergarten Guidelines,” and how exactly they need to be integrated into which components of the submitted products.

Introduction to *Proclamation 2021* Webinar, May 21, 2019

Questions and Answers

ANSWER: All electronic components must be designed to use the machine-readable Texas Prekindergarten Guidelines. You can find further information about machine-readable Texas Prekindergarten Guidelines, including implementation support, on the [Texas Gateway](#).

QUESTION: Are there resources with deeper information on how exactly the machine-readable Texas Prekindergarten Guidelines should be integrated into digital curriculum materials?

ANSWER: Implementation support is available on the [Texas Gateway](#).

QUESTION: Does the requirement to use machine-readable Texas Prekindergarten Guidelines only apply to digital products?

ANSWER: Yes.

QUESTION: Our digital curriculum is continually updated with new content. What does this mean for the "evergreen" requirement of what is approved at the beginning of the adoption? More specifically, if our digital curriculum contains all content that was originally included, can we continue to add in new/additional content?

ANSWER: Yes. After submitting the pre-adoption sample and prior to adoption by the State Board of Education, you are required to list all content changes, editorial changes, and corrections to errors on the List of Corrections and Editorial Changes. After adoption, you must get approval from TEA or the State Board of Education ([19 TAC §66.75](#)) to add new content. Publishers with adopted materials must follow the [substitutions and content updates](#) procedure to make changes to an adopted material.

QUESTION: How does a recurring subscription model for curriculum purchase fit in with this adoption?

ANSWER: Publishers can submit official bids for adopted materials that include different subscription lengths ranging from one to eight years.

QUESTION: If various components of a submitted curriculum product have different copyright years, what would TEA accept as the overall copyright year?

ANSWER: Use the copyright year for the program as a whole. If you do not have a program-level copyright year, you should use the copyright year of the primary student component. You will also be asked to provide the copyright year for each individual component.

Introduction to *Proclamation 2021* Webinar, May 21, 2019

Questions and Answers

QUESTION: Which materials are most likely to be adopted?

ANSWER: Products that meet the basic requirements for adoption (cover at least 50% of the end-of-year outcomes in each domain of the TPG, are free from factual error, and are suitable for the grade level and subject areas) will be considered for adoption.

QUESTION: Will the SBOE be deciding how the relationship of online and print will relate to the TEKS?

ANSWER: No. Publishers can submit products that are print, electronic, or a combination of both.

QUESTION: Will we need to correlate to English Language Proficiency Standards (ELPS)?

ANSWER: No. Materials are not required to align to the ELPS.

QUESTION: I need more details on the types of programs you are looking for.

ANSWER: Any materials that meet the adoption criteria found in the [proclamation](#) are eligible for adoption.

SAMPLES

QUESTION: Are samples due in April 2020 print samples, or can we submit digital samples (PDFs) of the printed product?

ANSWER: Sample materials must be submitted in the same format as that which will be offered to school districts.

QUESTION: Is there a maximum number of samples needed for distribution in April 2020? (TEA, 20 ESCs, SBOE members, and districts if requested.)

ANSWER: You will be required to provide 21 samples in April—one for TEA and one for each of the 20 ESC. There are 15 members on the SBOE and over 1,600 school districts and charter schools in Texas, but you are only required to provide samples to them upon request.

QUESTION: What does it mean to have “pre-adoption” samples that are accessible to students with disabilities? Does that mean we need to furnish NIMAS files by April 2020?

ANSWER: No. It is not necessary to furnish NIMAS files before January 2021. Any pre-adoption samples provided to TEA in PDF form must be made accessible.

Introduction to *Proclamation 2021* Webinar, May 21, 2019

Questions and Answers

QUESTION: For *Proclamation 2011*, publishers were required to submit electronic files of all printed materials (i.e., eBooks). Is that requirement no longer a part of *Proclamation 2021* (page 21, under Samples, Feature/Sample Type = Electronic Versions/Not Required)?

ANSWER: [19 TAC §66.28\(c\)\(6\)](#) requires samples of prekindergarten materials to match the format of the products to be provided to schools upon ordering. This requirement is unique to prekindergarten samples.

QUESTION: Is the online component downloaded from Internet/WIFI? Or, is it provided on a CD format?

ANSWER: Publishers determine how their products will be delivered to school districts.

QUESTION: What exact formats are needed?

ANSWER: Publishers determine the format of the program submitted for adoption. Submissions are not required to be in a specific format.

QUESTION: The proclamation indicates that the samples must be submitted in the format that will be used in the classroom. Does this mean all ancillaries and materials are submitted?

ANSWER: Samples must be complete versions of the final product. Ancillaries or items provided free with purchase should not be included.

QUESTION: On page 21 of the draft proclamation, the machine-readable TPG are listed as a requirement for post-adoption only. On page 23 of the same document, we read that bottom section to indicate that TEA samples for both pre- and post-adoption must include machine-readable TPG. Are the machine-readable TPG required for just post-adoption as indicated on page 21, or are they required for both pre- and post-adoption?

ANSWER: Machine-readable TPG are required in post-adoption samples. The TEA samples section that begins on page 23 includes requirements for both the pre- and post-adoption samples provided to TEA.

ACCESSIBLE MATERIALS

QUESTION: According to the draft schedule, TEA will provide contact information of designated braille producers to convert files on Monday, January 11, 2021, and by Monday, January 25, 2021, the publisher will be required to submit to the “designated braille producer” the following: “Three preliminary copies of adopted print student materials, one high-quality PDF, one copy of NIMAS files, and a screenshot from the NIMAC Validation Wizard showing that each file has passed validation due to designated braille producer” (draft, page 10). To be clear, is the publisher allowed to work with any vendor to produce the NIMAS files and begin doing so prior to the announcement of the designated braille producer on Monday, January 11, 2021, in order to have necessary samples available to delivery to any of the designated braille producers by Monday, January 25, 2021?

ANSWER: Yes. Publishers can work with any vendor to produce NIMAS files and should begin that work prior to the announcement of the producers.

QUESTION: NIMAC only accepts publications with ISBNs. If our curriculum includes periodicals with ISSN, NIMAC does not accept them, so what does that mean for this requirement?

ANSWER: Please work directly with our accessibility coordinator, [Debbie Gonzales](#), to identify potential solutions for materials without ISBNs.

QUESTION: Please confirm that this is an accurate timeline of deliverables: 1) no files are due to designated audio producer or large-print producer until Monday, April 26, 2021; and 2) files to designated braille producer are initially due Monday, January 25, 2021. If any changes/updates made to those files occur between Monday, January 25, 2021, and Monday, April 26, 2021, then those changed files are due by Monday, April 26, 2021. If there are no changes, then a notice of “no changes” must be made by Monday, April 26, 2021.

ANSWER: Yes, that is correct.

QUESTION: What are the accessibility standards of materials for students with disabilities?

ANSWER: Print materials must be provided in braille, audio, and large-print versions for students with visual impairments. Electronic materials must comply with the [Web Content Accessibility Guidelines \(WCAG\) 2.0](#), Level AA and the requirements of [Section 508 of the Federal Rehabilitation Act](#).

Introduction to *Proclamation 2021* Webinar, May 21, 2019

Questions and Answers

QUESTION: Can you elaborate on accessibility requirements for the pre-adoption samples due on Monday, April 6, 2020?

ANSWER: A pre-adoption sample provided as an electronic PDF must pass the Adobe accessibility check. As a general rule, it is best to design products to be accessible rather than to attempt to bring a fully developed product into compliance.

QUESTION: Are the accessibility rules for teacher-directed materials or student materials?

ANSWER: All materials, regardless of the intended audience, are required to be accessible.