

Proclamation 2021 Publisher Checklist

*These deadlines are included in the *Proclamation 2021 Adoption Timeline*.

November–December 2019		
Start Date	End Date	Subject
N/A	N/A	Subscribe to the review and adoption listserv email updates
N/A	N/A	Review Proclamation 2021 and add requirements and deadlines to your calendar
N/A	N/A	Review <i>Proclamation 2021 Publisher Handbook</i> on the Publisher Portal , once posted
N/A	N/A	Review Texas Administrative Code, Chapter 66
N/A	N/A	Review Texas Education Code, Chapter 31
N/A	N/A	Review accessibility requirements for electronic products
N/A	N/A	Review NIMAS requirements for print products
N/A	N/A	Review breakouts for Texas Prekindergarten Guidelines (TPG) on the Breakout Document webpage
N/A	N/A	View the May 21, 2019 <i>Introduction to Proclamation 2021</i> webinar on the Publisher Portal
N/A	N/A	View the October 10, 2019 <i>Proclamation 2021 Publisher Orientation</i> webinar on the Publisher Portal
N/A	N/A	Review helpful resources and view training videos for deliverables on the Publisher Portal
January 2020		
	1/6/2020*	Submit <i>Company Information Form</i> to TEA via EMAT
	1/6/2020*	Submit <i>Statement of Intent to Bid</i> to TEA via EMAT
1/7/2020	1/27/2020	Look for email from TEA announcing your assigned liaison
1/7/2020	1/27/2020	Look for email from TEA containing Excel templates for <i>Correlation to the TPG</i>
February 2020		
	2/3/2020*	Submit <i>Complete Description</i> to TEA via EMAT
	2/3/2020*	Submit preliminary <i>Correlation to the TPG</i> to TEA
2/4/2020	2/28/2020	Review preliminary <i>Correlation to the TPG</i> feedback from TEA and incorporate into final correlation
April 2020		
	4/6/2020*	Submit pre-adoption sample to TEA
	4/6/2020*	Submit pre-adoption sample to each of the twenty ESCs
	4/6/2020*	Submit final <i>Correlation to the TPG</i> to TEA
	4/6/2020*	Submit final <i>Correlation to the TPG</i> to each of the twenty ESCs
	4/6/2020*	Submit Certification of Editorial Review to TEA
	4/6/2020*	Submit Affidavit of Authorship or Contribution to TEA
	4/6/2020*	Submit Report on Interoperability and Ease of Use to TEA
4/7/2020	4/20/2020	Look for email from TEA containing Excel templates for <i>List of Corrections and Editorial Changes</i>
	4/13/2020	Look for email from TEA regarding ESC sample irregularities, if submitted
May 2020		
5/1/2020	5/31/2020	Look for email from TEA containing dates, location, and delivery of materials for upcoming state review meeting

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June–July 2020		
Start Date	End Date	Subject
6/1/2020	7/31/2020	Prepare and ship materials for state review panel meeting
6/1/2020	7/31/2020	Attend state review panel meeting (actual dates TBA)
August 2020		
8/3/2020	8/31/2020	Look for preliminary report of materials under consideration for adoption on Proclamation 2021 webpage
8/3/2020	8/31/2020	Look for email from TEA containing final evaluation instruments
8/3/2020	8/31/2020	Look for email from TEA containing Excel templates for state review panel-identified <i>List of Corrections and Editorial Changes</i>
8/3/2020	8/7/2020	Look for email from TEA containing show-cause hearings, if eligible
	8/17/2020*	Submit <i>List of Corrections and Editorial Changes</i> and responses to state review panel-identified <i>List of Corrections and Editorial Changes</i> to TEA
	8/17/2020*	Submit Application for Texas Identification Number if you do not have EMAT access
	8/17/2020*	Submit electronic samples of new content reviewed and approved by the state review panels to TEA
	8/17/2020*	Submit show-cause hearing request, if eligible
8/3/2020	8/31/2020	Watch bids training video on the Publisher Portal
8/17/2020	8/31/2020	Apply for EMAT access after you've received your Texas Identification Number, if you do not have access
September 2020		
9/1/2020	9/30/2020	Review public comments and lists of alleged errors, editorial changes, and new content reports on Proclamation 2021 webpage
9/1/2020	9/30/2020	Review preliminary report of instructional materials under consideration for adoption on the Proclamation 2021 webpage
9/8/2020	9/11/2020	Watch the State Board of Education's public hearing on instructional materials eligible for adoption
	9/14/2020*	Submit <i>Order Processing Information Form</i> to TEA via EMAT
	9/14/2020*	Submit initial official bid to TEA via EMAT
October 2020		
	10/19/2020*	Submit Certification of Intent to Correct to TEA
	10/19/2020*	Submit Disclosure of Campaign Contributions and Gifts to TEA
10/1/2020	10/31/2020	Review the List of Instructional Materials Eligible for Adoption on the Proclamation 2021 webpage
November 2020		
	11/10/2020*	Submit content changes made in materials under consideration in response to public comment to TEA
	11/10/2020*	Submit updated <i>List of Corrections and Editorial Changes</i> to TEA
	11/12/2020	Review report of content changes made in materials in response to public comment on <i>Proclamation 2021</i> webpage
	11/18/2020*	Submit content changes made in materials under consideration in response to public testimony to TEA
11/17/2020	11/20/2020	Watch the State Board of Education's meeting
11/1/2020	11/30/2020	Select a conversion service provider to produce NIMAS files
11/1/2020	11/30/2020	Email the National Instructional Materials Access Center (NIMAC) at nimac@aph.org to request an account
11/1/2020	11/30/2020	Research third-party accessibility companies to test electronic components and produce accessibility report

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December 2020		
Start Date	End Date	Subject
12/1/2020	12/31/2020	Provide conversion service provider with all information necessary to provide NIMAS files
12/1/2020	12/31/2020	Review the List of Instructional Materials Adopted on the Proclamation 2021 webpage
	12/14/2020*	Submit Register of Contact to TEA
	12/14/2020*	Submit additional official bids to TEA via EMAT
	12/14/2020*	Submit Direct Deposit Form to TEA
January 2021		
	1/11/2021*	Look for email from TEA announcing the designated braille producer
	1/25/2021*	Submit three preliminary copies of adopted print student material to designated braille producer
	1/25/2021*	Submit one high-quality PDF of adopted student materials to designated braille producer
	1/25/2021*	Submit one copy of NIMAS files of adopted student materials to designated braille producer
	1/25/2021*	Submit a screenshot from the NIMAC Validation Wizard showing that each file has passed validation to designated braille producer
	1/25/2021*	Submit three preliminary print copies of materials included in teacher component to designated braille producer
	1/25/2021*	Submit one high-quality PDF of materials included in teacher component that are intended for student to designated braille producer
	1/25/2021*	Submit NIMAS files of blackline masters and any other materials included in teacher component that are intended for student to designated braille producer
	1/25/2021*	Submit Form 1295 Certificate of Interested Parties to TEA
1/1/2021	1/31/2021	Contract with third-party accessibility company to test and produce accessibility report
February 2021		
2/1/2021	2/28/2021	Look for email from TEA containing contract for your signature
2/1/2021	2/28/2021	Notify TEA of third-party accessibility company chosen to complete accessibility report
March 2021		
3/1/2021	3/31/2021	Return signed contract to TEA
3/1/2021	3/31/2021	Review responsibilities for back-ordered instructional materials
April 2021		
	4/12/2021*	Look for email from TEA announcing designated large-print and audio producer
	4/26/2021*	Submit post-adoption sample to TEA
	4/26/2021*	Submit post-adoption sample to each of the twenty ESCs
	4/26/2021*	Submit Affidavit of Corrections and New Content to TEA
	4/26/2021*	Submit Certification of Compliance with Manufacturing Standards to TEA
	4/26/2021*	Submit Accessibility Compliance Report, along with coversheet to TEA
	4/26/2021*	Notify braille producer if no changes were made between January 25, 2021 and April 26, 2021
	4/26/2021*	Submit three final complete copies of adopted print student materials to designated braille producer, if changes made
	4/26/2021*	Submit one high-quality PDF of adopted student materials to designated braille producer, if changes made

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April 2021 (continued)		
Start Date	End Date	Subject
	4/26/2021*	Submit one copy of NIMAS files of adopted student materials to designated braille producer, if changes made
	4/26/2021*	Submit screenshot from the NIMAC Validation Wizard showing that each file has passed validation to designated braille producer, if changes made
	4/26/2021*	Submit a side-by-side list of changes to designated braille producer
	4/26/2021*	Submit one copy of adopted print student materials to designated audio producer
	4/26/2021*	Submit blackline masters and any other materials included in the teacher components that are intended for student use to designated audio producer
	4/26/2021*	Submit one high-quality PDF of adopted student materials to designated audio producer
	4/26/2021*	Submit one copy of NIMAS files of adopted student materials to designated audio producer
	4/26/2021*	Submit screenshot from the NIMAC Validation Wizard showing that each file has passed validation to designated audio producer
	4/26/2021*	Submit one copy of adopted print student materials to designated large-print producer
	4/26/2021*	Submit blackline masters and any other materials included in the teacher components that are intended for student use to designated large-print producer
	4/26/2021*	Submit one high-quality PDF of adopted student materials to designated large-print producer
	4/26/2021*	Submit one copy of NIMAS files of adopted student materials to designated large-print producer
	4/26/2021*	Submit screenshot from the NIMAC Validation Wizard showing that each file has passed validation to designated large-print producer
	4/26/2021*	Submit final NIMAS files to TEA
	4/26/2021*	Notify TEA if no changes were made between January 25, 2021, and April 26, 2021
	4/26/2021*	Submit side-by-side list of changes made between January 25 and April 26 to TEA, if changes made
	4/26/2021*	Submit final NIMAS files to NIMAC
May 2021		
5/1/2021	5/31/2021	Look for email from TEA with executed contract
June–August 2021		
6/1/2021	8/31/2021	Start fulfilling district orders