

Proclamation 2022 Publisher Checklist

*These deadlines are included in the *Proclamation 2022 Adoption Timeline*.

April–November 2020		
Start Date	End Date	Subject
N/A	N/A	Subscribe to the review and adoption listserv email updates
N/A	N/A	Review <i>Proclamation 2022</i> and add requirements and deadlines to your calendar
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 health and physical education on the Breakout Document webpage
N/A	N/A	View the March 5, 2020, <i>Introduction to Proclamation 2022</i> webinar on the Publisher Portal
N/A	N/A	Review helpful resources and view training videos for deliverables on the Publisher Portal
December 2020		
	12/7/2020*	Submit <i>Company Information Form</i> to TEA via EMAT
	12/7/2020*	Submit <i>Statement of Intent to Bid</i> to TEA via EMAT
12/7/2020	12/31/2020	Look for email from TEA announcing your assigned liaison
12/7/2020	1/31/2021	Look for email from TEA containing Excel templates for <i>Correlation to the TEKS</i>
January 2021		
	1/11/2021*	Submit <i>Complete Description</i> to TEA via EMAT
	1/25/2021*	Submit preliminary <i>Correlation to the TPG</i> to TEA
February 2021		
2/1/2021	2/19/2021	Review preliminary <i>Correlation to the TEKS</i> feedback from TEA and incorporate into final correlation
April 2021		
	4/5/2021*	Submit pre-adoption sample to TEA
	4/5/2021*	Submit pre-adoption sample to each of the twenty ESCs
	4/5/2021*	Submit final <i>Correlation to the TEKS</i> to TEA
	4/5/2021*	Submit final <i>Correlation to the TEKS</i> to each of the twenty ESCs
	4/5/2021*	Submit Certification of Editorial Review to TEA
	4/5/2021*	Submit Affidavit of Authorship or Contribution to TEA
	4/5/2021*	Submit Report on Interoperability and Ease of Use to TEA
4/6/2021	4/19/2021	Look for email from TEA containing Excel templates for <i>List of Corrections and Editorial Changes</i>
4/13/2021	4/30/2021	Look for email from TEA regarding ESC sample irregularities, if received

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April–May 2021		
Start Date	End Date	Subject
4/1/2021	5/31/2021	Look for email from TEA containing dates, location, and delivery of materials for upcoming state review meeting
June–July 2021		
6/1/2021	7/31/2021	Prepare and ship materials for state review panel meeting
6/1/2021	7/31/2021	Attend state review panel meeting
7/26/2021	8/6/2021	Look for email from TEA containing show-cause hearings, if eligible
August 2021		
8/2/2021	8/31/2021	Look for preliminary report of materials under consideration for adoption on <i>Proclamation 2022</i> webpage
8/2/2021	8/31/2021	Look for email from TEA containing final evaluation instruments
8/2/2021	8/31/2021	Look for email from TEA containing Excel templates for state review panel-identified <i>List of Corrections and Editorial Changes</i>
	8/16/2021*	Submit show-cause hearing request, if eligible
	8/23/2021*	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
	8/23/2021*	Submit Application for Texas Identification Number if you do not have EMAT access
	8/23/2021*	Submit electronic samples of new content reviewed and approved by the state review panels to TEA
8/2/2021	8/31/2021	Watch bids training video on the Publisher Portal
8/2/2021	8/31/2021	Apply for EMAT access after you've received your Texas Identification Number, if you do not have access
September 2021		
9/1/2021	9/30/2021	Review public comments and lists of alleged errors, editorial changes, and new content reports on <i>Proclamation 2022</i> webpage
9/1/2021	9/30/2021	Review preliminary report of instructional materials under consideration for adoption on the <i>Proclamation 2022</i> webpage
	TBA	Watch the State Board of Education's public hearing on instructional materials eligible for adoption
	9/20/2021*	Submit <i>Order Processing Information Form</i> to TEA via EMAT
	9/20/2021*	Submit initial official bid to TEA via EMAT
October 2021		
	10/18/2021*	Submit Certification of Intent to Correct to TEA
	10/18/2021*	Submit Disclosure of Campaign Contributions and Gifts to TEA
10/1/2021	10/31/2021	Review the List of Instructional Materials Eligible for Adoption on the <i>Proclamation 2022</i> webpage

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November 2021		
Start Date	End Date	Subject
	11/6/2020*	Review public comments and/or alleged factual errors on the <i>Proclamation 2021</i> webpage
	TBA	Submit content changes made in materials under consideration in response to public comment to TEA
	TBA	Submit updated <i>List of Corrections and Editorial Changes</i> to TEA
	TBA	Review report of content changes made in materials in response to public comment on the <i>Proclamation 2021</i> webpage
	TBA	Submit content changes made in materials under consideration in response to public testimony to TEA
	TBA	Watch the State Board of Education's meeting
11/1/2021	11/30/2021	Select a conversion service provider to produce NIMAS files
11/1/2021	11/30/2020	Email the National Instructional Materials Access Center (NIMAC) at nimac@aph.org to request an account
11/1/2021	11/30/2021	Research third-party accessibility companies to test electronic components and produce accessibility report
December 2021		
12/1/2021	12/31/2021	Provide conversion service provider with all information necessary to provide NIMAS files
	12/1/2021*	Review the List of Instructional Materials Adopted on the Proclamation 2022 webpage
	12/6/2021*	Submit Register of Contact to TEA
	12/6/2021*	Submit additional official bids to TEA via EMAT
	12/6/2021*	Submit Direct Deposit Form to TEA
January 2022		
1/1/2022	1/31/2022	Contract with third-party accessibility company to test and produce accessibility report
February 2022		
2/1/2022	2/28/2022	Look for email from TEA containing contract for your signature
2/1/2022	2/28/2022	Notify TEA of third-party accessibility company chosen to complete accessibility report
	2/7/2022*	Submit three preliminary copies of adopted print student material to designated braille producer
	2/7/2022*	Submit one high-quality PDF of adopted student materials to designated braille producer
	2/7/2022*	Submit one copy of NIMAS files of adopted student materials to designated braille producer
	2/7/2022*	Submit a screenshot from the NIMAC Validation Wizard showing that each file has passed validation to designated braille producer
	2/7/2022*	Submit three preliminary print copies of materials included in teacher component to designated braille producer
	2/7/2022*	Submit one high-quality PDF of materials included in teacher component that are intended for student to designated braille producer
	2/7/2022*	Submit NIMAS files of blackline masters and any other materials included in teacher component that are intended for student to designated braille producer
	2/7/2022*	Submit Form 1295 Certificate of Interested Parties to TEA

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March 2022		
Start Date	End Date	Subject
3/1/2022	3/31/2022	Return signed contract to TEA
3/1/2022	3/31/2022	Review responsibilities for back-ordered instructional materials
	3/28/2022*	Look for email from TEA announcing designated large-print and audio producer
	3/28/2022*	Submit post-adoption sample to TEA
	3/28/2022*	Submit post-adoption sample to each of the twenty ESCs
	3/28/2022*	Submit Affidavit of Corrections and New Content to TEA
	3/28/2022*	Submit Certification of Compliance with Manufacturing Standards to TEA
	3/28/2022*	Submit Accessibility Compliance Report, along with coversheet to TEA
	3/28/2022*	Notify braille producer if no changes were made between February 7, 2022 and March 28, 2022
	3/28/2022*	Submit three final complete copies of adopted print student materials to designated braille producer, if changes made
	3/28/2022*	Submit one high-quality PDF of adopted student materials to designated braille producer, if changes made
	3/28/2022*	Submit one copy of NIMAS files of adopted student materials to designated braille producer, if changes made
	3/28/2022*	Submit screenshot from the NIMAC Validation Wizard showing that each file has passed validation to designated braille producer, if changes made
	3/28/2022*	Submit a side-by-side list of changes to designated braille producer
	3/28/2022*	Submit one copy of adopted print student materials to designated audio producer
	3/28/2022*	Submit blackline masters and any other materials included in the teacher components that are intended for student use to designated audio producer
	3/28/2022*	Submit one high-quality PDF of adopted student materials to designated audio producer
	3/28/2022*	Submit one copy of NIMAS files of adopted student materials to designated audio producer
	3/28/2022*	Submit screenshot from the NIMAC Validation Wizard showing that each file has passed validation to designated audio producer
	3/28/2022*	Submit one copy of adopted print student materials to designated large-print producer
	3/28/2022*	Submit blackline masters and any other materials included in the teacher components that are intended for student use to designated large-print producer
	3/28/2022*	Submit one high-quality PDF of adopted student materials to designated large-print producer
	3/28/2022*	Submit one copy of NIMAS files of adopted student materials to designated large-print producer
	3/28/2022*	Submit screenshot from the NIMAC Validation Wizard showing that each file has passed validation to designated large-print producer

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March 2022 (continued)		
Start Date	End Date	Subject
	3/28/2022*	Submit final NIMAS files to TEA
	3/28/2022*	Notify TEA if no changes were made between January 25, 2021, and April 26, 2021
	3/28/2022*	Submit side-by-side list of changes made between January 25 and April 26 to TEA, if changes made
	3/28/2022*	Submit final NIMAS files to NIMAC
May 2022		
5/1/2022	5/31/2022	Look for email from TEA with executed contract
June–August 2022		
6/1/2022	8/31/2022	Start fulfilling district orders