Proclamation 2019 Important Dates (All times listed are Central time.)

August 2018

Start date	End date	Subject	Description
8/1/2018	8/31/2018	Look for information from TEA regarding review results	• Check TEA website to review the preliminary report on instructional materials under consideration for adoption. http://tea.texas.gov/Academics/Instructional_Materials/ • Look for email from TEA containing *Proclamation 2019* evaluation instruments, including any errors or editorial changes identified by the state review panels
8/24/2018	8/24/2018*	*Certification of Editorial Review* due to TEA at 5:00 p.m.	• More information is available in the *Proclamation 2019 Publisher Handbook*, p. 30
8/31/2018	8/31/2018*	*Proclamation 2019* Deadlines at 5:00 p.m.	• Electronic samples of new content provided to state review panels More information is available in the *Proclamation 2019 Publisher Handbook*, p. 19 • *Application for Texas Identification Number* • *Identification of Corrections and Editorial Changes* (one for each submission) More information is available in the *Proclamation 2019 Publisher Handbook*, p. 21

September 2018

Start date	End date	Subject	Description
9/1/2018	9/30/2018	*Proclamation 2019* written comments and alleged errors	• Check TEA website to review written comments and alleged errors reported by the public https://tea.texas.gov/Academics/Instructional_Materials/
9/1/2018	9/30/2018	State Board of Education Meeting (SBOE)—Public Hearing (September 11–14, 2018)	• https://tea.texas.gov/sboe/
9/7/2018	9/7/2018*	Request show-cause hearing, if eligible by 5:00 p.m.	• More information is available in the *Proclamation 2019 Publisher Handbook*, p. 23

Proclamation 2019 Important Dates (All times listed are Central time.)

September 2018 (continued)

Start date	End date	Subject	Description
9/28/2018	9/28/2018*	*Proclamation 2019* Deadlines at 5:00 p.m.	• *Order Processing Information Form* More information is available in the *Proclamation 2019 Publisher Handbook*, pp. 28–29 • *Official Bid* (A minimum of one bid per program is required.) More information is available in the *Proclamation 2019 Publisher Handbook*, pp. 28–29

October 2018

Start date	End date	Subject	Description
10/1/2018	10/31/2018	Check TEA website to review reports	• Check TEA website to review the *Report of Required Corrections and the List of Instructional Materials Eligible for Adoption* https://tea.texas.gov/Academics/Instructional_Materials/
10/19/2018	10/19/2018*	*Proclamation 2019* Deadlines at 5:00 p.m.	• *Certificate of Intent to Correct* More information is available in the *Proclamation 2019 Publisher Handbook*, p. 30 • *Publisher's Disclosure of Campaign Contributions and Gifts* More information is available in the *Proclamation 2019 Publisher Handbook*, p. 31

November 2018

Start date	End date	Subject	Description
11/1/2018	11/30/2018	State Board of Education Meeting (SBOE)—Adoption (November 13–16, 2018)	• https://tea.texas.gov/sboe/
11/1/2018	11/30/2018	*Proclamation 2019* To Do List	• Review requirements for updating adopted instructional materials More information is available in the *Proclamation 2019 Publisher Handbook*, p. 39 • Select conversion service provider to produce NIMAS files (Publishers with any print student materials only) http://aem.cast.org/creating/content-conversion-services.html#.WRM7e00ku71

Proclamation 2019 Important Dates (All times listed are Central time.)

November 2018 (continued)

Start date	End date	Subject	Description
			• Email the National Instructional Materials Access Center (NIMAC) at nimac@aph.org to request an account (Publishers with any print student materials only) http://www.nimac.us/publishers-conversion-houses/ More information is available in the *Proclamation 2019 Publisher Handbook*, pp.25-27
11/6/2018	11/6/2018*	*Proclamation 2019* Deadline at 5:00 p.m.	• Electronic samples of changes in content made in response to public comment More information is available in the *Proclamation 2019 Publisher Handbook*, p. 24
11/30/2018	11/30/2018	*Proclamation 2019* To Do List	• Check TEA website to review the *List of Instructional Materials Adopted Under Proclamation 2019* https://tea.texas.gov/Academics/Instructional_Materials/ • Provide conversion service provider with all information necessary to produce NIMAS files (Publishers with any print student materials only) http://www.nimac.us/publishers-resources/

December 2018

Start date	End date	Subject	Description
12/14/2018	12/14/2018*	*Register of Contact* at 5:00 p.m.	• More information is available in the *Proclamation 2019 Publisher Handbook*, p. 32

January 2019

Start date	End date	Subject	Description
1/1/2019	1/31/2019	Select vendor (accessibility report)	• Select vendor to produce accessibility report (Publishers of electronic materials only) More information is available in the *Proclamation 2019 Publisher Handbook*, pp. 25–27
1/11/2019	1/11/2019*	TEA announces the designated braille producer	• Look for email from TEA announcing the designated braille producer (Publishers with any print student materials only)

Proclamation 2019 Important Dates (All times listed are Central time.)

January 2019 (continued)

Start date	End date	Subject	Description
1/25/2019	1/25/2019*	*Proclamation 2019 Deadlines at 5:00 p.m.*	• Three print copies of all student components, not just those used to cite TEKS coverage (Publishers with any print student materials only) More information is available in the *Proclamation 2019 Publisher Handbook*, pp. 25–27 • One copy of NIMAS files (Publishers with any print student materials only) http://www.nimac.us/publishers-conversion-houses/ More information is available in the *Proclamation 2019 Publisher Handbook*, pp. 25–27 • A screen shot from the publisher's copy of the NIMAC Validation Wizard (Publishers with any print student materials only) http://www.nimac.us/publishers.html More information is available in the *Proclamation 2019 Publisher Handbook*, pp. 25–27 • Three print copies and NIMAS files of blackline masters or any other material included in the teacher component that are intended for student use http://www.nimac.us/publishers-conversion-houses/ More information is available in the *Proclamation 2019 Publisher Handbook*, pp. 25–27 • Supplemental Bids (A bid is required for each package you wish to offer in EMAT) More information is available in the *Proclamation 2019 Publisher Handbook*, pp. 28–29 • *Direct Deposit Authorization Form* http://tea.texas.gov/WorkArea/DownloadAsset.aspx?id=51539612395 • *Form 1295 Certificate of Interested Parties* https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm More information is available in the *Proclamation 2019 Publisher Handbook*, p. 33

Proclamation 2019 Important Dates (All times listed are Central time.)

February 2019

Start date	End date	Subject	Description
2/1/2019	3/31/2019	*Proclamation 2019* contract for your signature	• Look for email from TEA containing *Proclamation 2019* contract for your signature More information is available in the *Proclamation 2019 Publisher Handbook*, p. 36

March 2019

Start date	End date	Subject	Description
3/1/2019	3/31/2019	*Proclamation 2019* To Do List	• Return signed contract More information is available in the *Proclamation 2019 Publisher Handbook*, p. 36 • Review responsibilities for back-ordered instructional materials More information is available in the *Proclamation 2019 Publisher Handbook*, p. 38

April 2019

Start date	End date	Subject	Description
4/1/2019	4/30/2019	Review requirements for updates and substitutions	• Review requirements for updates and substitutions to adopted instructional materials More information is available in the *Proclamation 2019 Publisher Handbook*, p. 39
4/19/2019	4/19/2019*	TEA announces the designated large-print and audio producers	• Look for email from TEA announcing the designated large-print and audio producers (Publishers with any print student materials only)

May 2019

Start date	End date	Subject	Description
5/3/2019	5/3/2019*	*Proclamation 2019* Deadlines at 5:00 p.m.	• Accessibility Report(s) (Publishers of electronic materials only) More information is available in the *Proclamation 2019 Publisher Handbook*, pp. 25–27 • NIMAS Files (Publishers with any print student materials only) http://www.nimac.us/publishers-conversion-houses/

Proclamation 2019 Important Dates (All times listed are Central time.)

May 2019 (continued)

Start date	End date	Subject	Description
			More information is available in the *Proclamation 2019 Publisher Handbook*, pp. 25–27 • Three complete copies of all student materials, not just those used to cite TEKS coverage, and one copy of NIMAS files (Publishers with any print student materials only) http://www.nimac.us/publishers-conversion-houses/ More information is available in the *Proclamation 2019 Publisher Handbook*, pp. 25–27 • One complete copy of all student materials, not just those used to cite TEKS coverage, and one copy of NIMAS files (Publishers with any print student materials only) http://www.nimac.us/publishers-conversion-houses/ More information is available in the *Proclamation 2019 Publisher Handbook*, pp. 25-27 • *Publisher's Affidavit of Corrections* More information is available in the *Proclamation 2019 Publisher Handbook*, p. 30 • *Certification of Compliance with Manufacturing Standards* More information is available in the *Proclamation 2019 Publisher Handbook*, p. 34 • One complete, corrected, electronic post-adoption sample More information is available in the *Proclamation 2019 Publisher Handbook*, p. 35

June 2019

Start date	End date	Subject	Description
6/1/2019	6/30/2019	Fulfill district orders	

*These deadlines are included in the *Proclamation 2019* Schedule of Adoption Procedures.