

**February 22, 2018**

**TO THE ADMINISTRATOR ADDRESSED:**

**SUBJECT: Instructional Materials Ordering for the 2018–19 School Year**

The educational materials ordering system known as EMAT will close at 12:00 p.m. CST on *April 2, 2018*. School districts and open-enrollment charter schools should place orders for instructional materials needed for the 2017–18 school year on or before April 2, 2018. EMAT will reopen for ordering materials for the 2018–19 school year on May 1, 2018.

School districts and charters schools are required to certify annually to the State Board of Education and the commissioner that, for each subject in the required curriculum other than physical education, students have access to instructional materials that cover all the Texas Essential Knowledge and Skills (TEKS). Districts and charters will be unable to order 2018–19 instructional materials through EMAT until the certification has been received by the Texas Education Agency (TEA).

The required *Allotment and TEKS Certification* is available in EMAT. Instructions to access and process the form are available on the EMAT announcement page.

The certification form must be presented to the district's or charter's local board of trustees or governing body. The superintendent, board president, and board secretary are required to sign the form before submitting it to TEA. The signed certification form can be scanned and emailed to the TEA instructional materials mailbox at [instructional.materials@tea.texas.gov](mailto:instructional.materials@tea.texas.gov).

Districts may order adopted accessible instructional materials (AIM) for students with print disabilities through EMAT at any time after it opens in May. Braille, large-print, and audio instructional materials remain the property of the state and are not paid for through a district's allotment. Districts that choose to purchase non-adopted instructional materials should remember that, should braille, large-print, or audio versions be required by a student's individualized education plan or 504 plan, the district will be required to provide those using allotment or local funds.

If you have any questions, please contact the Instructional Materials Division at (512) 463-9601 or [instructional.materials@tea.texas.gov](mailto:instructional.materials@tea.texas.gov).