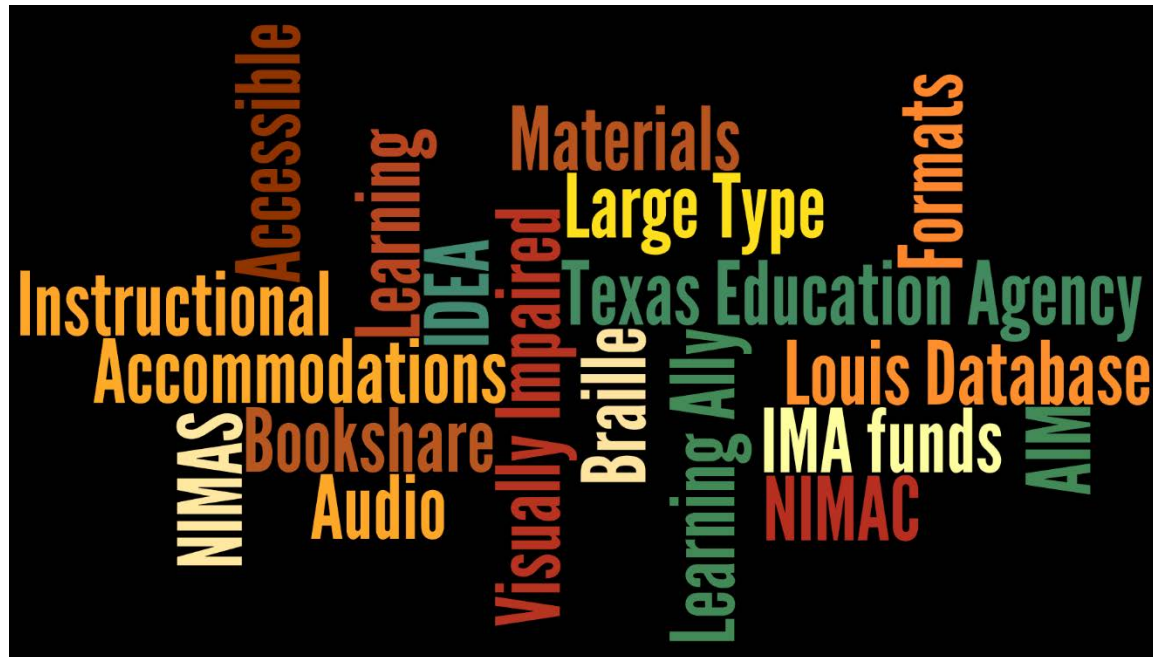


# Accessible Educational Materials



**Instructional Materials and Educational Technology  
Division**




# Remember!

- The Individuals with Disabilities Education Act (IDEA) requires school districts to provide accessible versions of instructional materials to students who are blind or otherwise unable to use printed materials.
- State-adopted accessible instructional materials are provided free of charge to districts and charters for their eligible students.
- The cost of state-adopted accessible instructional materials is not deducted from the district's instructional materials allotment (IMA).

# Remember!

- Senate Bill 6 (82<sup>nd</sup> Texas Legislature, First Called Session) created the IMA, which allows districts to purchase instructional materials that are not state adopted.
- If a district chooses to purchase non-state-adopted instructional materials, it is responsible for the full cost of any required specialized formats such as braille or large print.
- Districts may use their IMA or IDEA B funding to purchase non-state-adopted accessible instructional materials.

# APH Louis Database



The screenshot shows the APH Louis Database website. At the top left is the logo for "Louis Accessible Materials and APH File Repository". At the top right is the logo for "APH American Printing House for the Blind, Inc.". Below these are navigation menus: "AMP Home", "About Louis", "About E-Files", "Help", "My List", "APH Home", and "Shop APH". The main content area features the "Louis Database" logo and a search interface with tabs for "All Formats", "Braille", "Large Print", "Sound", and "E-Files". A search bar is present with a "Search Louis" button. Below the search bar, a note states: "The Louis Database contains information on approximately 398,261 titles in accessible formats, including braille, large print, sound recording and electronic files." On the right side, there are links for "Louis Plus" and "Browse Subjects". At the bottom left, there is a "Related Sites" section with links to "Accessible Media Producers Directory", "Publisher Contacts", "APH Tactile Graphics Image Library", "Fred's Head Blog", "NIMAC", "NLS Home", and "Hall of Fame for the Blindness Field". At the bottom right, there is contact information for APH staff, including a phone number (800-223-1839, ext. 705), hours (8:00am - 4:30pm EST Monday-Friday), an email link, and the physical address: "2008 American Printing House for the Blind, Inc. 1839 Frankfort Avenue, Louisville, KY 40206 USA All Rights Reserved."

Visit the APH Louis Database to search for accessible instructional materials that are not state adopted.

<http://louis.aph.org/catalog/CategoryInfo.aspx?cid=152>

# How do you determine AEM eligibility?



# AEM Eligibility

1. An admission, review, and dismissal (ARD) or 504 committee determines that a student requires accessible instructional materials.
2. The student's specific need for accessible instructional materials is included in the individualized education program (IEP) developed under the Rehabilitation Act, §504; the Americans with Disabilities Act; or the Individuals with Disabilities Education Act (IDEA).

# Annual AEM Enrollment

1. Districts report students eligible for accessible educational materials to the Texas School for the Blind and Visually Impaired (TSBVI) each year.
2. TEA updates EMAT with districts' enrollment for each grade level and the needed AEM format using the student enrollment provided by districts to TSBVI.
3. It is the district's responsibility to maintain accurate records pertaining to students receiving AEM.

# Updating AEM Enrollment

All prerequisites must be met prior to submitting requisitions or disbursements

IMA & TEKS Certification form is Required and has NOT been Received.  
Summer Shipment dates are Required.

[IMA & TEKS Certification](#)  
[Update Summer Ship Dates](#)  
[Confirm Contacts](#) [Confirm Addresses](#)

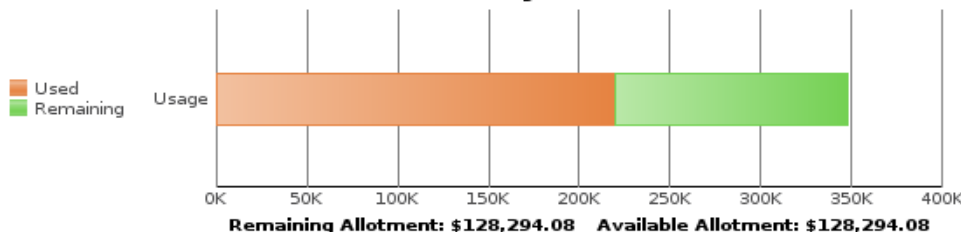
**EMAT**

- [EMAT Inventory Browser Reports](#)
- [Allotment Disbursement Report Lost/Damaged/Destroyed](#)
- [IMA & TEKS Certification Form 2016-2017](#)

**AEM**

- [AEM Enrollment](#) ←
- [AEM Inventory Browser Reports](#)
- [Report Lost/Damaged/Destroyed](#)
- [Receive STRC Shipment](#)

**Instructional Materials Allotment Usage for School Year 2016-2017**



Remaining Allotment: \$128,294.08 Available Allotment: \$128,294.08

[Show Announcements](#)

Hide Complete Requisitions

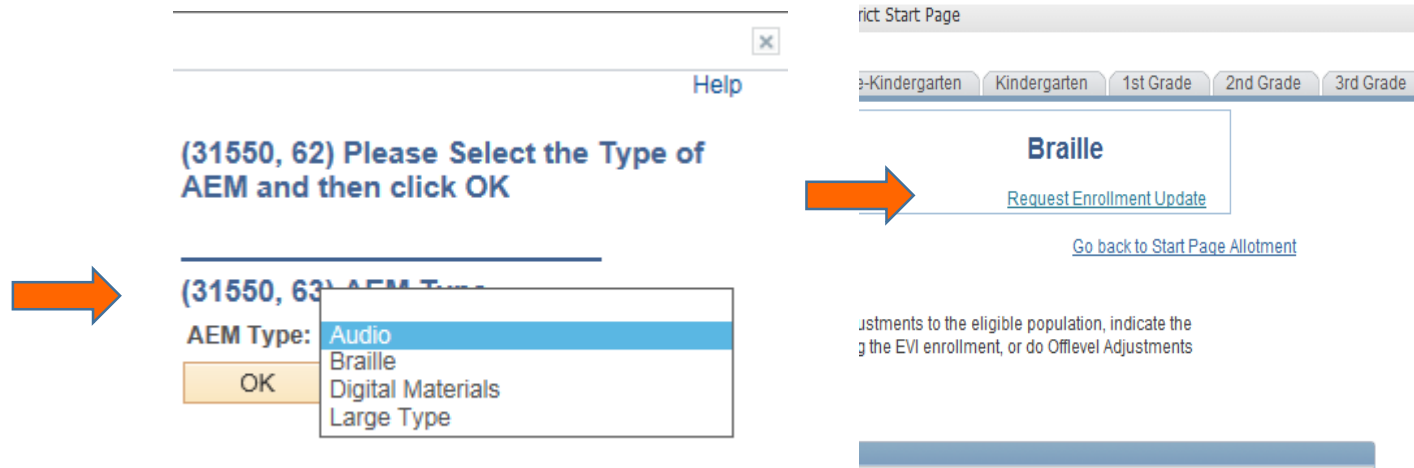
EMAT Requisition List			
Requisition ID	Last Updated	Requisition Type	
NEXT		Allotment - Continuing Adoptions - EMAT	<a href="#">Create New Requisition</a>

AEM Requisition List			
Requisition ID	Last Updated	Requisition Type	
NEXT		AEM - Annual Requisition - Audio - LD	<a href="#">Create New Requisition</a>

If additional eligible students enroll in the district after the district has reported its annual registration to TSBVI, the district must update enrollment using the *AEM Enrollment* link in EMAT.



# AEM Enrollment Process



The screenshot illustrates the AEM Enrollment Process. On the left, a window titled "(31550, 62) Please Select the Type of AEM and then click OK" is shown. An orange arrow points to the "AEM Type:" dropdown menu, which is open and displays the following options: Audio, Braille, Digital Materials, and Large Type. The "OK" button is highlighted in orange. An orange arrow points from the "Braille" option to the right-hand page. The right-hand page is titled "Braille" and features a "Request Enrollment Update" link. Below this link is a "Go back to Start Page Allotment" link. The page also includes a navigation bar with tabs for "Pre-Kindergarten", "Kindergarten", "1st Grade", "2nd Grade", and "3rd Grade".

After clicking the *AEM Enrollment* link, select the required specialized format, and then click the *Request Enrollment Update* link.

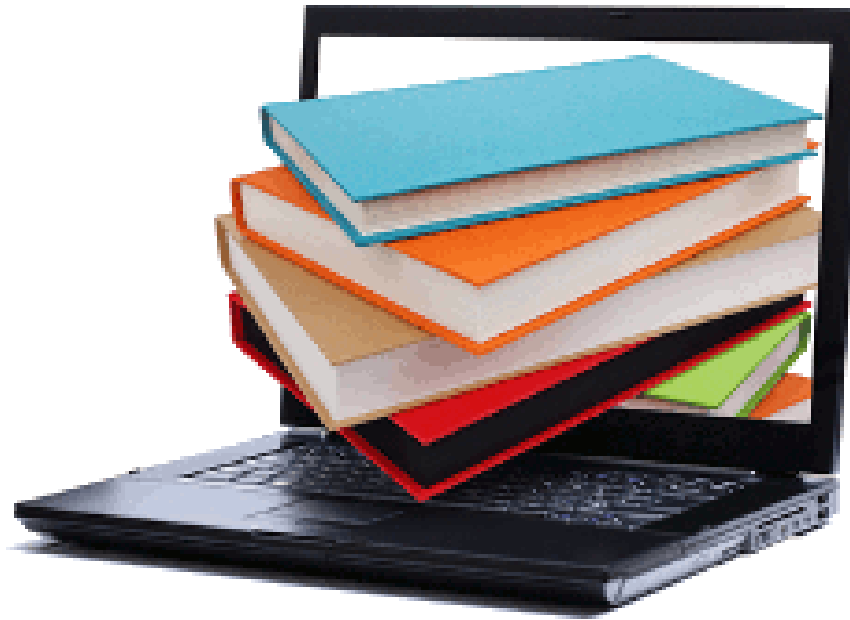
# AEM Enrollment Process

- The EMAT system notifies TEA staff of the enrollment request. TEA staff sends an email to the district requesting specific information so we can update the district's AEM enrollment.
- Districts are required to provide the student's grade level for grades K–8. For eligible students in grades 9–12, districts must provide TEA with a list of the courses and MLCs for which they need to order materials.
- This information may be emailed to [leaann.lee@tea.texas.gov](mailto:leaann.lee@tea.texas.gov) or [debbie.gonzales@tea.texas.gov](mailto:debbie.gonzales@tea.texas.gov).

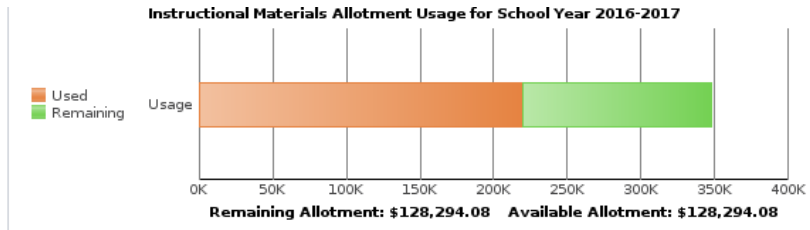
# AEM Enrollment Process

- TEA staff updates enrollment upon receipt of this information and sends a confirmation notice.
- Once a district has reported AEM enrollment for a particular grade level in grades K–8, the district may order all materials for that grade.
- Once a district has reported AEM enrollment for a particular course in grades 9–12, the district may order all materials for that course.

# Ordering AEM in EMAT



# Placing a Requisition



- AEM**
- AEM Enrollment
  - AEM Inventory Browser
  - Reports
  - Report Lost/Damaged/Destroyed
  - Receive STRC Shipment

Show Announcements

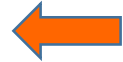
Hide Complete Requisitions

**EMAT Requisition List** Find | | 1 of 1

Requisition ID	Last Updated	Requisition Type	
NEXT		Allotment - Continuing Adoptions - EMAT	Create New Requisition


**AEM Requisition List** Find | | 1-10 of 10

Requisition ID	Last Updated	Requisition Type	
NEXT		AEM - Annual Requisition - Audio - LD	Create New Requisition
NEXT		AEM - Annual Requisition - Audio - VI	Create New Requisition
NEXT		AEM - Annual Requisition - Braille	Create New Requisition
NEXT		AEM - Annual Requisition - Digital Matls	Create New Requisition
NEXT		AEM - Annual Requisition - Large Type	Create New Requisition



To create a requisition, choose the requisition type and click *Create New Requisition*.

# Enter Requisition Information

Summary | Pre-Kindergarten | Kindergarten | 1st Grade | 2nd Grade | **3rd Grade** | 4th Grade | 5th Grade | 6th Grade | 7th Grade | 8th Grade | High School - ELA | High School - Ma 

District / Charter  **Save Work!**

School Year  Requisition ID NEXT Requisition Status In Progress **AEM - Annual Requisition - Large Type**

Eligible Multi - List code

Requisition	MLC	Multilist Code	ISBN	Long Description	Version	Eligible Quantity	Student Requisition Quantity	Population	Inventory Quantity On Hand	Price
1						0	0	0	0	
2	3004		9780547250137	Texas Journeys, Grade 3	01	3	0	3	2	\$223.36
3	3020		9780736768467	Zaner-Bloser Handwriting, Grade 3	01	3	0	3	1	\$36.43
4	3030		9780736768689	Spelling Connections, Grade 3	01	3	0	3	1	\$55.27
5	3040		9780547438030	Texas Write Source, Grade 3	01	3	0	3	1	\$184.60
6	3120		9780328772544	enVisionMATH Texas 2.0	01	3	0	3	1	\$385.00
7	3200		9780328618880	Texas Interactive Science	01	3	0	3	1	\$183.44
8	3320		9780328814633	Texas MyWorld Social Studies Building Our Communities, Pearson	01	3	0	3	1	\$132.03
9	37H0		CHMG3	The Great Body Shop Grade 3	01	3	0	3	1	\$22.03

Select the appropriate grade-level tab, select the *ISBN* and *Version* (if applicable), and enter the *Student Requisition Quantity*. Click *Save Work*.

# Submitting the Requisition

District / Charter <input type="text"/>	<a href="#">Save Work</a>	
School Year <input type="text"/> KT	Requisition Status: In Progress	AEM - Annual Requisition - Large Type
<b>Select a Delivery Address</b> <input type="text"/>	<b>Requisition Information</b> Last Updated By	
<b>Select a Shipment Date</b> Shipping Date <input type="text"/>	<b>View/Print Options</b> <a href="#">View/Print Requisition Summary</a> <a href="#">View / Print Order List</a>	

Click "View AEM Enrollment" to request adjustments to the AEM enrollment, indicate the number of Bilingual or ESL students among the AEM enrollment, or do Off-level Adjustments when required.

To submit this requisition, you must enter your orders on the Grade level tabs above, select a Delivery Address and a Shipment date, and click "Submit to TEA". The requisition will be processed after TEA approval.

To save the requisition without submitting, click "Save Work". You can then come back later to complete and submit the requisition.

To cancel the requisition, click "Cancel Requisition". Cancelled requisitions will not be processed. A requisition cannot be cancelled or changed after it has been submitted to TEA.

[Submit to TEA](#)  [back to Start Page Allotment](#)

Click *Submit to TEA*.

# Submitting the Requisition

**TEA** DGONZALE ON PCAPPRD  
Texas Education Agency

**Address Line 1**

**Address Line 2**

**City**  **State**  **ZIP Code**

Address updated by Cathy Palomarez on 03/09/15 1:21:38PM

---

**Alternate Delivery Point** **Location Code**

**Address Line 1**

**Address Line 2**

**City**  **State**  **ZIP Code**

Address updated by DBAGENT on 04/16/09 5:56:47PM

---

**AEM Delivery Point** **Location Code**

**Address Line 1**

**Address Line 2**

**City**  **State**  **ZIP Code**



Please include a contact name for accessible materials on *Address Line 2* of the AEM Delivery Point in order to facilitate delivery of the materials.



# Second Set of AEM

## Texas Administrative Code, Title 19, §66.1311(a)(1)

- A requisition for special instructional materials shall be based on actual student enrollment **to meet individual student needs.**
- *A district may request a second set of accessible instructional materials to allow a student to keep one set at home and one set at school.*

# Receive STRC and AEM Vendor Shipments

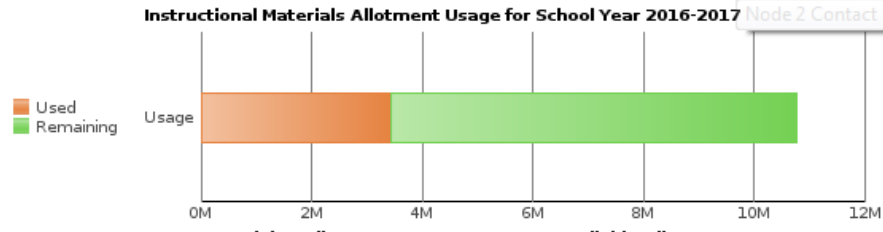
All prerequisites must be met prior to submitting requisitions or disbursements

IMA & TEKS Certification form is Required and has NOT been Received. [IMA & TEKS Certification](#)

Summer Shipment dates are Required. [Update Summer Ship Dates](#)

[Confirm Contacts](#) [Confirm Addresses](#)

**Instructional Materials Allotment Usage for School Year 2016-2017**



Usage

Legend: ■ Used ■ Remaining

Remaining Allotment: \$7,337,373.30 Available Allotment: \$7,337,373...

[EMAT](#)

- [EMAT Inventory Browser Reports](#)
- [Allotment Disbursement](#)
- [Report Lost/Damaged/Destroyed](#)
- [IMA & TEKS Certification Form 2016-2017](#)

[AEM](#)

- [AEM Enrollment](#)
- [AEM Inventory Browser Reports](#)
- [Report Lost/Damaged/Destroyed](#)
- [Receive STRC Shipment](#) ←
- [Receive AEM Vendor Shipments](#) ←

Show Announcements  Hide Complete Requisitions

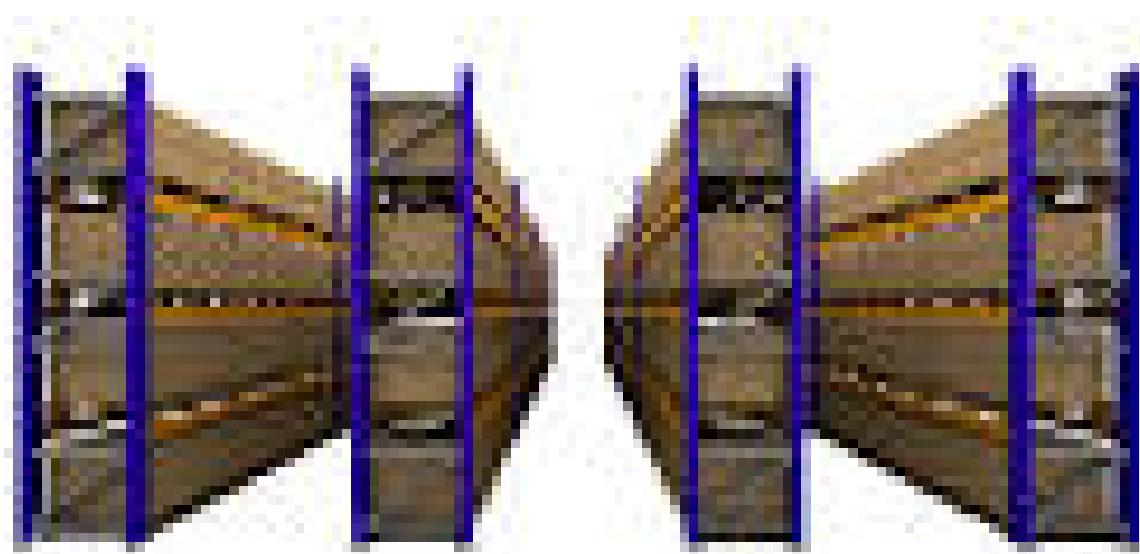
The *Receive STRC Shipment* and *Receive AEM Vendor Shipments* links will only be visible if you have materials to receive.



# Special Textbook Redistribution Center (STRC)

- The STRC houses surplus braille and large-print materials.
- The EMAT system will automatically check the STRC for any materials ordered.
- An email stating that the District AEM Order assigned to the STRC has been rejected simply means that the STRC did not have the ordered material. The system will then request the material from the proper vendor.

# Best Practices in Inventory Control



EMAT reports that will help you maintain your inventory

# Inventory Report

School Year 2016-2017

Select Output Type: PDF

[Go back to Start Page Allotment](#)

<b>Shipment Reports</b>		<b>Item Search and Listings</b>	
Order List		Item Search	
Shipment Error Report -TEX-013		Instructional Materials Current Adoption Bulletin	
AEM Shipment History		Textbook Product Components by MLC	
AEM Receipt History		Expiring Materials	
<b>Inventory Reports (Requires Item Type)</b>		SBOE Out of Adoption & Inactive Instructional Materials	
<b>Item Type</b>	All EMAT Types	Materials with Renewed Contracts	
Inventory Re	Audio	Newly Adopted Materials	
Inventory Re	Braille	Midcycle Adopted Materials	
	Commissioner's List	Multi-List Code (MLC) List	
	Large Print		
	SBOE Adopted		
<b>Other Reports</b>	State Developed Open Source eMaterials		
District & Charter EMAT/AEM Contacts	History Lost/Damaged/Destroyed		
Textbook Credits Generated Details	Textbook Credits Used Details		
Allotment Report	Delayed Payment Publishers List		



Select the *Item Type* (format) you would like to review from the drop down list and hit enter.


# Inventory Report

MLC	ISBN	Item Type	Title	Publisher	On Order Inventory	On Hand Inventory	Unit Price	Licenses	Cost
'3004	'9780547250137	Large Type	Texas Journeys, Grade 3	HOV SERVICES	0	2	\$223.36	0	\$446.72
'3020	'9780736768467	Large Type	Zaner-Bloser Handwriting, Grade 3	BRAILLE JYMICO INC.	0	1	\$36.43	0	\$36.43
'3030	'9780736768689	Large Type	Spelling Connections, Grade 3	BRAILLE JYMICO INC.	1	0	\$55.27	0	\$55.27
'3040	'9780547438030	Large Type	Texas Write Source, Grade 3	BRAILLE JYMICO INC.	1	0	\$184.60	0	\$184.60
'3120	'9780328772544	Large Type	enVisionMATH Texas 2.0	BRAILLE JYMICO INC.	0	1	\$385.00	0	\$385.00
'3200	'9780328618880	Large Type	Texas Interactive Science	BRAILLE JYMICO INC.	0	1	\$183.44	0	\$183.44
'3320	'9780328814633	Large Type	Texas MyWorld Social Studies Building Our Communities, Pearson	BRAILLE JYMICO INC.	0	1	\$132.03	0	\$132.03
'37H0	'CHMG3	Large Type	The Great Body Shop Grade 3	HOV SERVICES	1	0	\$22.03	0	\$22.03
'4004	'9780547250199	Large Type	Texas Journeys, Grade 4	HOV SERVICES	2	2	\$192.16	0	\$768.64
'4120	'9780328772551	Large Type	enVisionMATH Texas 2.0	BRAILLE JYMICO INC.	0	2	\$361.14	0	\$722.27
'4320	'9780328814640	Large Type	Texas MyWorld Social Studies We Are Texas, Pearson	BRAILLE JYMICO INC.	0	2	\$178.92	0	\$357.84
'5004	'9780547250274	Large Type	Texas Journeys, Grade 5	HOV SERVICES	2	2	\$193.96	0	\$775.84
'5120	'9780328772568	Large Type	enVisionMATH Texas 2.0	BRAILLE JYMICO INC.	0	1	\$382.83	0	\$382.83
'5320	'9780328814657	Large Type	Texas MyWorld Social Studies Building Our Nation, Pearson	BRAILLE JYMICO INC.	0	1	\$315.75	0	\$315.75
'6005	'9780547252360	Large Type	Texas Portals to Reading, Grade 6	HOV SERVICES	1	1	\$186.91	0	\$373.82
'6040	'9780547438078	Large Type	Texas Write Source, Grade 6	BRAILLE JYMICO INC.	0	3	\$235.91	0	\$707.73
'6050	'9780547115986	Large Type	Holt McDougal Literature Texas, Grade 6	HOV SERVICES	1	4	\$324.50	0	\$1,622.50
'6200	'9780021400904	Large Type	iScience Texas Grade 6 Student Bundle	BRAILLE JYMICO INC.	0	1	\$269.32	0	\$269.31
'6320	'9780076795635	Large Type	Texas World Cultures and Geography, McGraw-Hill	BRAILLE JYMICO INC.	1	0	\$583.81	0	\$583.81
'6320	'9781285858197	Large Type	World Cultures and Geography, Cengage Learning	BRAILLE JYMICO INC.	0	1	\$347.44	0	\$347.44
'67H0	'CHMG6	Large Type	The Great Body Shop Grade 6	HOV SERVICES	1	0	\$22.03	0	\$22.03

The *Inventory Report* shows all state-adopted instructional materials ordered by the district in the format you selected.

# Item Search

School Year 2016-2017      Select Output Type: PDF      [Go back to Start Page Allotment](#)

<b>Shipment Reports</b> Order List Shipment Error Report -TEX-013 AEM Shipment History AEM Receipt History	<b>Item Search and Listings</b> Item Search  Instructional Materials Current Adoption Bulletin Textbook Product Components by MLC Expiring Materials SBOE Out of Adoption & Inactive Instructional Materials Materials with Renewed Contracts Newly Adopted Materials Midcycle Adopted Materials Multi-List Code (MLC) List
<b>Inventory Reports (Requires Item Type)</b> Item Type: Large Print Inventory Report Inventory Report for Subscription Items	
<b>Other Reports and Listings</b> District & Charter EMAT/AEM Contacts      History Lost/Damaged/Destroyed Textbook Credits Generated Details      Textbook Credits Used Details Allotment Report      Delayed Payment Publishers List	

The *Item Search* report allows you to search for state-adopted instructional materials.

# Item Search




## Item Search

Multilist Code  ISBN  Item Type  Status

Title  Publisher

Search

List of Items

Multilist Code	ISBN	Item ID	Status		Item Type	EMAT/AEM Type	Long Description	Publisher	Item Class	Aid	Child Item
1 2200	9780544137820	000000000000051240	Active	  	EMAT	SBOE Adopted	Houghton Mifflin Harcourt Texas ScienceFusion Leveled Reader Classroom Package Grade 2	Houghton Mifflin Harcourt Depository	Program	<input type="button" value="Aid"/>	<input type="button" value="Child Item"/>
2 2200	9780544919440	000000000000116941	Active	  	EMAT	SBOE Adopted	HMH Texas ScienceFusion Deluxe Classroom Pkg 6Yr Print/Digital w/ Leveled Reader Library (22 students) Grade 2	Houghton Mifflin Harcourt Depository	Program	<input type="button" value="Aid"/>	<input type="button" value="Child Item"/>

You can search by *MLC, ISBN, Item Type, Status, Title, or Publisher.*



# Item Details







## Item Search

Multilist Code  ISBN  Item Type  Status

Title  Publisher

Search

List of Items

Multilist Code	ISBN	Item ID	Status		Item Type	EMAT/AEM Type	Long Description	Publisher	Item Class	Aid	Child Item
1 2200	9780544137820	000000000000051240	Active	  	Adopted	SBOE Adopted	Houghton Mifflin Harcourt Texas ScienceFusion Leveled Reader Classroom Package Grade 2	Houghton Mifflin Harcourt Depository	Program	<input type="button" value="Aid"/>	<input type="button" value="Child Item"/>
2 2200	9780544919440	000000000000116941	Active	  	EMAT	SBOE Adopted	HMH Texas ScienceFusion Deluxe Classroom Pkg 6Yr Print/Digital w/ Leveled Reader Library (22 students) Grade 2	Houghton Mifflin Harcourt Depository	Program	<input type="button" value="Aid"/>	<input type="button" value="Child Item"/>

Click the *Item Details* icon  to display helpful information about the instructional material for which you have searched.

# Item Details

Item Details

Item Details

## Item Details

### Description

Item Class	Program	ISBN	9780328814633	Item ID	000000000000095851	
Title	Texas MyWorld Social Studies Building Our Communities, Pearson					
Author	Armando Alonzo, et al		Copyright	2016	Edition	1
Comments						

### Item Attributes

EMAT Type	SBOE Adopted	Population Basis	Student	<input checked="" type="checkbox"/> Consumable	<input type="checkbox"/> Conforming		
Class Type	Student	Language	English	Use Ratio	1.000	TEKS %	100.000

### EVI Item Attributes

AEM Type	Large Type	Mfg Status	Complete	Actual Page Count	408
Version	01	Reason Unavailable	N/A	Number of Braille Pages	
Actual Volumes	3	Difficulty Level	N/A	Braille Pre pages	
Contract Packaging		Number of Graphics			

### Vendor Information

Contract Vendor					
Master Vendor ID	1980463363	BRAILLE JYMICO INC.		Location	000
Master Per page price	0.1600	Master Cost	PO 0000114667		
Copy Vendor ID	1980463363	BRAILLE JYMICO INC.		Location	000
Copy per page price	0.1600	Binding Price	22.25		

### Related Multilist Codes

[Download To Excel](#)

Multilist Code	Description	Status	Mid Cycle	Mid Cycle Proclamation Year	Proclamation Year	Max Price payable by TEA	Standard Price	Estimated Per Unit Textbook Credit
3320	Social Studies, Grade 3	Active	N		2015	\$0.00	\$132.03	\$0.00

The manufacturing status, number of volumes, and the standard replacement price per volume are displayed on the *Item Details* page.

# Inventory Browser

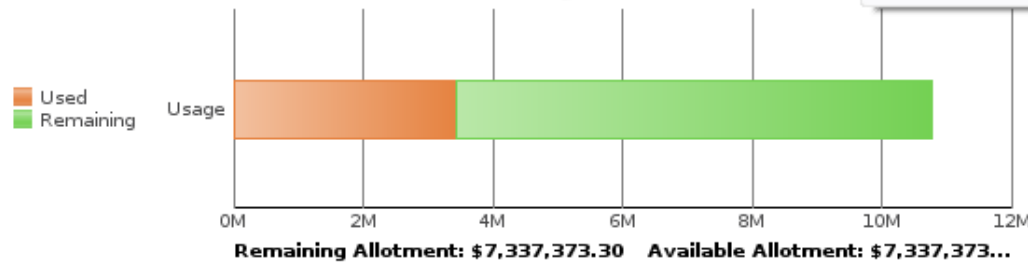
All prerequisites must be met prior to submitting requisitions or disbursements

IMA & TEKS Certification form is Required and has NOT been Received.  
 Summer Shipment dates are Required.

[IMA & TEKS Certification](#)  
[Update Summer Ship Dates](#)

[Confirm Contacts](#) [Confirm Addresses](#)

Instructional Materials Allotment Usage for School Year 2016-2017



[Show Announcements](#)

[Hide Complete Requisitions](#)

## EMAT

- [EMAT Inventory Browser Reports](#)
- [Allotment Disbursement](#)
- [Report Lost/Damaged/Destroyed](#)
- [IMA & TEKS Certification Form 2016-2017](#)

## AEM

- [AEM Enrollment](#)
- [AEM Inventory Browser Reports](#) ←
- [Report Lost/Damaged/Destroyed](#)
- [Receive STRC Shipment](#)
- [Receive AEM Vendor Shipments](#)

Click *AEM Inventory Browser* to display the history of an AEM order from start to finish.

# Inventory Browser



Inventory Browser

County District

Multilist Code  Literature 1, High School

[Go back to Start Page](#)

Items										
Item ID	ISBN	Long Description	Proclamation Year	View History	Volumes	Quantity in Inventory	Quantity On Order	Quantity Pending	AEMType	
1	000000000000007670	9780547115788	Holt McDougal Literature Texas, Grade 9		<input type="button" value="View History"/>	<input type="button" value="Volumes"/>	0	1	0	Braille
2	000000000000007671	9780547115788	Holt McDougal Literature Texas, Grade 9		<input type="button" value="View History"/>	<input type="button" value="Volumes"/>	4	2	0	Large Type

Transaction History for Item: 000000000000007671, ISBN: 9780547115788							
Description	Transaction Date-Time	Quantity	Inventory Changes	School Year	Transaction Report	Link To Transaction	
1 Increase in Inventory	01/16/16 12:07:30AM	1	1				
2 Increase in Inventory	01/16/16 12:07:30AM	1	1				
3 Vendor Shipment Received (EVI)	01/16/16 12:00:00AM	1					
4 Shipment from HOV SERVICES	12/01/15 12:00:00AM			2015-2016	48387		
5 Purchase Order	10/12/15 12:00:00AM	1		2015-2016	0000120934	0000120934	
6 Requisition Submitted	10/12/15 12:00:00AM	1		2015-2016	0000137198	0000137198	
7 Shipment from HOV SERVICES	08/26/15 12:00:00AM			2015-2016	46758		

Enter the *Multiple List Code (MLC)* and click *Search* to view order history.

# Surplus Materials


State-adopted accessible instructional materials are provided free of charge to eligible students. Because these materials are paid for with federal funds, they are the property of the state and must be returned to the Special Textbook Redistribution Center (STRC) when the student is no longer in need of them.



# Surplus Materials

- Only complete sets of AEM materials may be returned.
- If state-owned AEM materials are lost or damaged, the school district must reimburse TEA for the cost of the material(s) or volume(s).
- The TEX-009 process will automatically order the replacement volume(s) and send the material(s) to the district so that the complete set may be returned.

# Surplus Materials

<b>AEM</b>
AEM Enrollment
AEM Inventory Browser
Reports
Report Lost/Damaged/Destroyed 
Receive STRC Shipment
Receive AEM Vendor Shipments

## TEX-009 AEM Lost/Damaged

AEM materials remain the property of the state. Districts will fill out the TEX-009 for lost or damaged AEM instructional materials.

**Lost Instructional Materials:** If a student loses state owned AEM materials, the school district should reimburse TEA for the cost of the material(s) or volume(s) and complete a TEX-009.

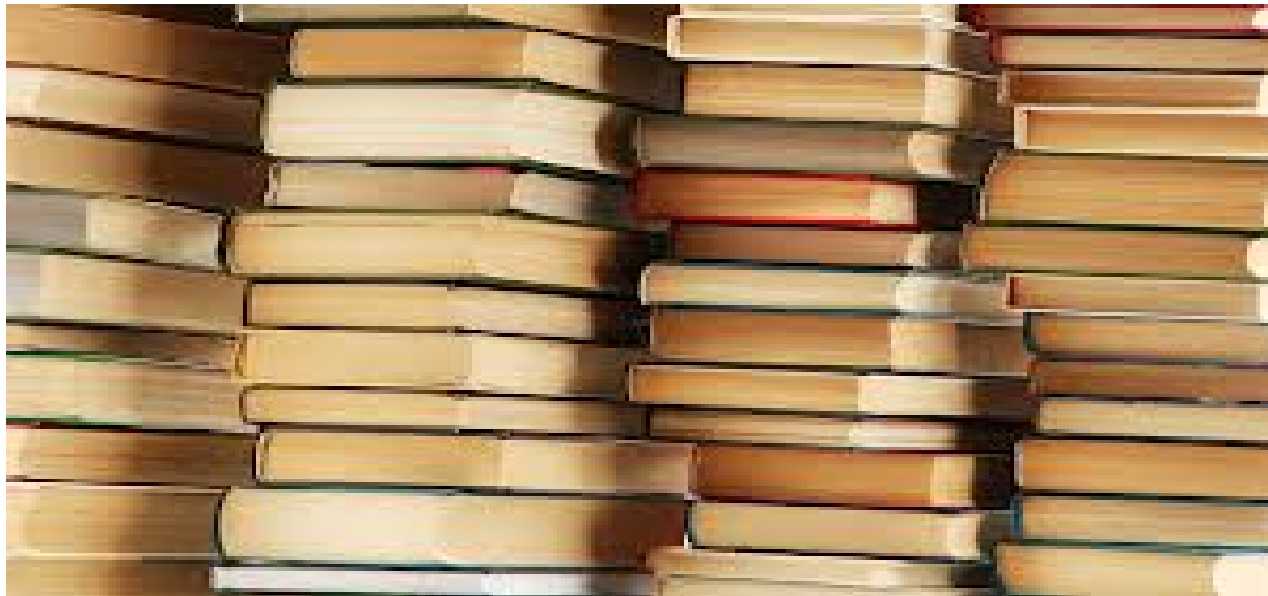
**Damaged Instructional Materials:** If irreparable damage is caused by a student, to state owned AEM materials, the school district should reimburse TEA for the cost of the material(s) or volume(s) and complete a TEX-009.

Once payment is received, the state owned AEM materials(s) or volume(s) will be removed from the district inventory and a replacement(s) ordered, if indicated.

If you have lost or damaged volumes, complete the TEX-009 process to pay for them prior to shipping your surplus materials to the STRC.

# Surplus Materials Return Process

The STRC accepts surplus braille and large-print instructional materials from November through April each year.





# Returning Surplus Adopted Materials

1. Your shipment should only include those surplus materials that you have selected and shown on the packing list.
2. If you have surplus materials that are in adoption but are not displayed when you click *Ship to STRC*, please check to see if you have received them in your inventory. If you have materials that have not been received, there will be a link on your district start page titled *Receive STRC Shipment* and/or *Receive AEM Vendor Shipments*.

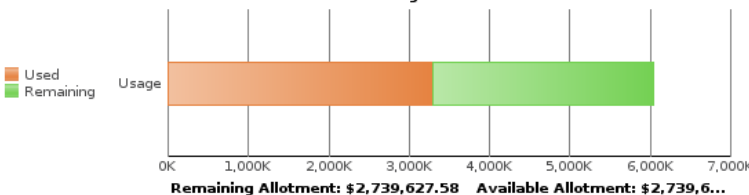
# Surplus Materials Return Process

All prerequisites must be met prior to submitting requisitions or disbursements

IMA & TEKS Certification form was received on 4/23/2014.  
Summer Shipment dates are Required.

[Confirm Contacts](#)    [Confirm Addresses](#)

**Instructional Materials Allotment Usage for School Year 2014-2015**




**Remaining Allotment: \$2,739,627.58    Available Allotment: \$2,739,6...**

**EMAT**



- [EMAT Inventory Browser](#)
- [Reports](#)
- [Allotment Disbursement](#)
- [Report Lost/Damaged/Destroyed](#)
- [IMA & TEKS Certification Form 2016-2017](#)

**AEM**



- [AEM Enrollment](#)
- [AEM Inventory Browser](#)
- [Reports](#)
- [Report Lost/Damaged/Destroyed](#)
- [Ship to STRC](#) 
- [Receive STRC Shipment](#)
- 
- [Receive AEM Vendor Shipments](#)

Hide Complete Requisitions

Show Announcements

**EMAT Requisition List** Find |  |  1-6 of 6

Requisition ID	Last Updated	Requisition Type	
NEXT		Allotment - Continuing Adoptions - EMAT	Create New Requisition
NEXT		Allotment - New Adoptions - EMAT	Create New Requisition
0000117272	05/01/14	Allotment - Continuing Adoptions - EMAT	Complete
0000119898	06/19/14	Allotment - New Adoptions - EMAT	Complete
0000120431	06/23/14	Allotment - New Adoptions - EMAT	Complete

**AEM Requisition List** Find |  |  1-9 of 9

Requisition ID	Last Updated	Requisition Type	
NEXT		AEM - Annual Requisition - Audio - LD	Create New Requisition
NEXT		AEM - Annual Requisition - Audio - VI	Create New Requisition
NEXT		AEM - Supplemental - Audio - LD	Create New Requisition
NEXT		AEM - Supplemental - Audio - VI	Create New Requisition
NEXT		AEM - Supplemental - Braille	Create New Requisition

To return surplus materials to the STRC, click *Ship to STRC*.

# Surplus Materials Return Process

EMAT will display all titles eligible for shipment to the STRC. Items are displayed in MLC order.

1. Select the box located to the left of the MLC you wish to return. This will open the "Quantity to Ship" field.
2. Enter the quantity to be shipped; not to exceed the "Available Quantity".
3. Repeat previous steps until all items to be shipped have been updated on the screen.
4. Click the "Save Work" button.
5. When you are ready to submit the list, click on the "Ready to Ship to STRC" button.



FVI Items on hand and STRC shipment status Find | First 1-66 of 66

MultiList Code	Item ID	ISBN	Description	AEM Type	Available Qty	Quantity to Ship	Shipped Quantity Pending
<input type="checkbox"/>	2004	0000000000000007372	Texas Journeys, Grade 2	Braille		1	0
<input type="checkbox"/>	2120	0000000000000070140	onVisionMATH Texas 2.0	Braille		1	0
<input type="checkbox"/>	2301	0000000000000069407	Texas MyWorld Social Studies We Explore People and Places	Braille		1	0
<input type="checkbox"/>	3004	0000000000000007382	Texas Journeys, Grade 3	Braille		1	0
<input type="checkbox"/>	3004	000000000000008516	Texas Journeys, Grade 3 (SPECIAL FORMAT-UNCONTRACTED)	Braille		1	0
<input type="checkbox"/>	4004	000000000000007393	Texas Journeys, Grade 4	Braille		2	0
<input type="checkbox"/>	5004	000000000000009119	Texas Journeys, Grade 5 (SPECIAL FORMAT-UNCONTRACTED)	Braille		1	0
<input type="checkbox"/>	7040	00000000000022292	Texas Write Source, Grade 7	Braille		1	0
<input type="checkbox"/>	7050	00000000000007864	Holt McDougal Literature Texas, Grade 7	Braille		1	0
<input type="checkbox"/>	8050	00000000000008521	Holt McDougal Literature Texas, Grade 8 (SPECIAL FORMAT-UNCONTRACTED)	Braille		1	0

Models for Writers and First Writer

[Ready to ship to STRC](#)

Follow the instructions and click *Save Work*.

# Creating a Label or Bill of Lading

## Shipments with a weight less than or equal to 150 pounds

Shipments weighing less than or equal to 150 pounds are shipped via Lone Star (1-800-800-8984) and require each box to be weighed separately. Click on the button labeled "Click when Total Weight <= 150 lbs." Next, enter the weight for each box. Press the (+) to add additional boxes. When finished entering box weights, click OK.

## Shipments with a weight of 151 pounds or greater

Shipments weighing 151 pounds or greater are shipped via Averitt Express Inc. Click on the button labeled "Click when Total Weight > 150 lbs." Next, enter the total number of boxes to be shipped and the total weight of the shipment. Click OK.

### Averitt Instructions:

Make sure you allow pop-ups on your computer.

1. Click on the "Packing List" link, print the packing list, and include it in Box # 1.
2. Click on the "Bill of Lading" link, print the bill of lading, and contact Averitt Express at 1-800-283-7488 to schedule a pick up. Advise the customer representative the shipment is to be billed to the TEA Account.

Click when Total Weight > 150 lbs

Click when Total Weight <= 150 lbs

## Lone Star

Click when Total Weight <= 150 lbs

Enter Weights		
	Box Weight	
1	15	+
2	25	+

## Averitt

Click when Total Weight > 150 lbs

Number of Boxes

Total Weight of All Boxes

OK Cancel

# Returning Surplus Out-of-Adoption Materials

- Out-of-adoption braille and large-print instructional materials should be returned to the STRC if they are no longer being used. These materials must be boxed separately from in-adoption instructional materials, and the boxes should be labeled “OUT OF ADOPTION.”
- To obtain a mailing label or bill of lading for out-of-adoption braille or large-print instructional materials, please contact Lea Ann Lee at [leaann.lee@tea.texas.gov](mailto:leaann.lee@tea.texas.gov).

# Returning Surplus Consumable Materials

- Consumable materials may be written in and should not be returned to the STRC.
- Packages that are completely consumable will be removed from district inventories at the end of the school year.
- All materials within a package that are not consumable must be returned to the STRC as well as any consumable components that are not used.
- Please contact Lea Ann Lee at [leaann.lee@tea.texas.gov](mailto:leaann.lee@tea.texas.gov) for assistance in returning unused consumable braille and/or large print materials

# Information and Resources



# Resources—TEA/AEM Webpage

The following are helpful resources related to AIM:

- [Texas Education Code, §31.028: Special Instructional Materials](#)  
Texas Education Code, §31.028, governs the ordering and distribution of special instructional materials.
- [Accommodations, Policies, Procedures, Resources, Training & Presentations related to Students with Disabilities taking STAAR, STAAR-A, STAAR L, STAAR Alternate 2, and TELPAS](#)  
This link provides information related to accommodation resources for students with disabilities taking the State of Texas Assessments of Academic Readiness (STAAR) and Texas English Language Proficiency Assessment System (TELPAS) statewide assessments.
- [Bookshare](#)  
Bookshare is an accessible online library which has approximately 310,000 titles available to individuals with print disabilities. Through an award from the U.S. Department of Education Office of Special Education Programs (OSEP), Bookshare offers free memberships to U.S. schools and qualifying U.S. students.
- [Learning Ally](#)  
Learning Ally has 80,000 + digitally recorded textbooks and literature titles available to individuals with print disabilities. The materials can be delivered through internet downloads and accessed using various mainstream and assistive technology devices. Through a contract with the Texas Education Agency, Learning Ally offers free memberships to Texas K-12 public and charter schools with qualifying students.
- [American Printing House for the Blind, Louis Database](#)  
The Louis Database contains information on approximately 407,055 titles in accessible formats, including braille, large print, sound recording, and electronic files.
- [Accessible Books for Texas](#)  
Accessible Books for Texas is a [Benetech](#) project funded by the Texas Education Agency that provides on-the-ground training and support to Texas public K-12 educators, parents, and students on AIM.
- [National Center on Accessible Instructional Materials](#)  
This site serves as a resource to state and district-level educators, parents, publishers, conversion houses, accessible media producers, and others interested in learning more about AIM and the National Instructional Materials Accessibility Standard (NIMAS).

## Contact Information

### Instructional Materials Ordering and Distribution

Phone: (512) 463-9601

Fax: (512) 475-3612

Email:

[instructional.materials@tea.texas.gov](mailto:instructional.materials@tea.texas.gov)



## Visit the TEA/AEM webpage for helpful resources.





# TEA/AEM Contact Information

- Lea Ann Lee, Accessible Instructional Materials Specialist, [leaann.lee@tea.texas.gov](mailto:leaann.lee@tea.texas.gov)
- Debbie Gonzales, Accessible Instructional Materials Coordinator, [debbie.gonzales@tea.texas.gov](mailto:debbie.gonzales@tea.texas.gov)
- Kelly Griffin, Director of Distribution and Accessibility, [kelly.griffin@tea.texas.gov](mailto:kelly.griffin@tea.texas.gov)
- Kelly Callaway, Division Director, Instructional Materials and Educational Technology, [kelly.callaway@tea.texas.gov](mailto:kelly.callaway@tea.texas.gov)



# **INSTRUCTIONAL MATERIALS AND EDUCATIONAL TECHNOLOGY DIVISION**

**Accessible Instructional Materials**

**512-463-9601**

[http://tea.texas.gov/Curriculum and Instructional Programs  
/Instructional Materials/Accessible Instructional Materials/](http://tea.texas.gov/Curriculum%20and%20Instructional%20Programs/Instructional%20Materials/Accessible%20Instructional%20Materials/)