Proclamation 2024

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Introduction

This proclamation serves as a notice to publishers, the public, and education service centers (ESCs) that the State Board of Education (SBOE) is inviting bids to furnish instructional materials for the following courses:

Chapter 112. Texas Essential Knowledge and Skills for Science

- Science, grades K–8
- Aquatic Science
- Astronomy
- Biology
- Chemistry
- Science (Spanish), grades K–6
- Earth Systems Science
- Environmental Systems
- Integrated Physics and Chemistry
- Physics

Chapter 113. Texas Essential Knowledge and Skills for Social Studies

- Personal Financial Literacy and Economics**

Chapter 126. Texas Essential Knowledge and Skills for Technology Applications

- Technology Applications, grades K–8**

Chapter 127. Texas Essential Knowledge and Skills for Career Development

Subchapter G. Education and Training

- Child Development
- Child Development Associate Foundations
- Communication and Technology in Education
- Instructional Practices
- Human Growth and Development
- Principles of Education and Training

Subchapter I. Health Science

- Anatomy and Physiology*
- Health Science Theory
- Healthcare Administration and Management
- Leadership and Management in Nursing
- Medical Assistant
- Medical Billing and Coding
- Medical Microbiology*
- Medical Terminology
- Pathophysiology*
- Pharmacology

Subchapter I. Health Science (continued)

- Pharmacy I
- Pharmacy II
- Respiratory Therapy I
- Respiratory Therapy II

Subchapter J. Hospitality and Tourism

- Food Science*

Subchapter M. Law and Public Service

- Forensic Science*

Subchapter O. Science, Technology, Engineering, and Mathematics

- Biotechnology I*
- Computer Science I**
- Computer Science II**
- Cybersecurity Capstone**
- Digital Forensics**
- Fundamentals of Computer Science**
- Foundations of Cybersecurity**
- Engineering Design and Presentation I
- Engineering Design and Presentation II
- Principles of Applied Engineering
- Intermediate Computer-Aided Design and Drafting
- Introduction to Computer-Aided Design and Drafting

Chapter 130. Texas Essential Knowledge and Skills for Career and Technical Education

Subchapter Q. Energy

- Foundation of Energy
- Introduction to Process Technology
- Petrochemical Safety, Health, and Environment
- Oil & Gas Production III
- Oil & Gas Production IV

* CTE courses for which a student will earn science credit
** Courses with TEKS adopted in June 2022

In this proclamation you will find an adoption timeline, list of deliverables and requirements, enrollment information, a link to the Texas Essential Knowledge and Skills (TEKS) and English Language Proficiency Standards (ELPS), and a glossary of terms. Additional information and specific instructions for publishers can be found in the *Publisher Handbook*, which will be available on the Texas Education Agency (TEA) website.

To be eligible for adoption, science, technology applications, and CTE instructional materials submitted in response to this proclamation must cover at least 50% of the TEKS for the grade level or course for which the materials are intended in both the material intended for student use and intended for teacher use, be suitable for the subject and grade level, be reviewed by academic experts, comply with applicable manufacturing standards, and be free from factual errors at the time they are delivered to schools. All materials submitted for science and any CTE courses that meet high school graduation requirements for a foundation subject area must also cover 100% of the applicable ELPS.

Instructional materials submitted in response to this proclamation may be

- new instructional materials developed to align to the TEKS, or
- existing instructional materials that have been aligned to the revised TEKS.

Publishers with materials on the current adopted list for the courses included in this proclamation can also submit supplemental materials to address the new or expanded TEKS. Publishers that submit new instructional materials must also provide new correlations to any currently adopted materials if they plan to continue selling those materials.

The submission of open education resource materials is welcome under this proclamation (TAC §66.27(g)(9)).

Instructional materials submitted in response to this proclamation will be reviewed by the state review panels (SRPs) to determine the extent to which the materials meet the required TEKS and ELPS and to identify factual errors. At the completion of the review, the panels will report their findings to the commissioner of education.

The panels' findings serve as the basis for the commissioner of education's report to the SBOE regarding instructional materials eligible for adoption. Instructional materials found to have extensive errors or to be of a quality not acceptable in schools at initial review may be rejected by the SBOE (TAC §66.66(e)). The SBOE is scheduled to vote on *Proclamation 2024* materials at the meeting in November 2023. The SBOE's determination is final.

To comply with TEC §31.082, TEA will contract with a private entity to evaluate instructional materials submitted in response to this proclamation for science through the Texas

Resource Review (TRR). The TRR reports will be presented to the SBOE prior to their adoption vote.

Instructional materials adopted under this proclamation will be available beginning in the 2024–25 school year. Adopted materials can be purchased using instructional materials and technology allotment funds and can be ordered by Texas public schools through EMAT, the Texas instructional materials ordering system. Publishers must host adopted digital materials on a Texas-specific platform or ensure that content may only be accessed using a Texas-specific login. Publishers cannot make changes to adopted materials without the prior review and consent by the commissioner of education or the SBOE (TAC §§66.75 and 66.76). Publishers who make changes without consent may incur penalties from the SBOE (TAC §66.15(f)(3)). Publishers can make technical enhancements to adopted electronic instructional materials that do not affect content.

Publishers are responsible for all expenses incurred by their participation in this proclamation (TAC §66.28(b)).

All documents and forms must be submitted in a format approved by the commissioner of education.

All publishers should carefully read and fully understand the requirements listed in this proclamation as well as both the state statutes and the administrative rules that govern the review and adoption of instructional materials process.

Chapter 31 of the Texas Education Code (TEC) is available at https://statutes.capitol.texas.gov/Docs/ED/htm/ED.31.htm.

Chapter 66 of the Texas Administrative Code (TAC), Title 19, is available at https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=19&pt=2&ch=66.

Adoption Timeline

This adoption timeline includes deadlines and information that is applicable to publishers, the public, education service centers, districts and charter schools, the SBOE, and the agency.

Please see the “Deliverables and Requirements for Publishers” and “Deliverables and Requirements for ESCs” sections in this proclamation for further details on specific deliverables and requirements.

2022 Activities and Deliverables

January 25–28

Proclamation 2024 is presented to the SBOE for discussion.
Responsible Party: TEA
Recipient/Audience: SBOE, Publishers

February–April

TEA conducts webinars to introduce *Proclamation 2024* and solicit feedback.
Responsible Party: TEA
Recipient/Audience: Districts and Charter Schools, Publishers, ESCs

April 6–8

Proclamation 2024 is presented to the SBOE for action.
Responsible Party: TEA
Recipient/Audience: SBOE, Publishers

June–July

TEA posts the TRR science rubric for public comment.
Responsible Party: TEA
Recipient/Audience: Districts and Charter Schools, Publishers, ESCs, Public

August

TEA releases the *Proclamation 2024* *Publisher Handbook*.
Responsible Party: TEA
Recipient/Audience: Publishers

Nominations to the SRP are accepted via the *State Review Panel Application*.
Responsible Party: Districts and Charter Schools, ESCs, Public
Recipient/Audience: TEA

August 30–September 2

Proclamation 2024 Questions and Answers is presented to the SBOE for approval.
Responsible Party: TEA
Recipient/Audience: SBOE, Publishers

2022 Activities and Deliverables (continued)

September–October

TEA posts the final TRR science rubric.

Responsible Party: TEA
Recipient/Audience: Districts and Charter Schools, Publishers, ESCs, Public

October–November

TEA conducts a webinar for publishers interested in participating in *Proclamation 2024.*
Responsible Party: TEA
Recipient/Audience: Publishers

Monday, December 5

The *Company Information* and *Statement of Intent to Bid* are due to TEA.
Responsible Party: Publishers
Recipient/Audience: TEA

2023 Activities and Deliverables

Monday, February 13

Preliminary correlations for one science or CTE course is due to TEA.
Responsible Party: Publishers
Recipient/Audience: TEA

Each ESC must designate the person who will supervise the sample materials and publish a news release notifying area districts about the availability of materials.
Responsible Party: ESCs
Recipient/Audience: Districts and Charter Schools, Public

April

TEA notifies candidates of their appointment to the SRP.
Responsible Party: TEA
Recipient/Audience: Districts and Charter Schools, Public

2023 Activities and Deliverables (continued)

April–May

TEA provides details (dates/locations) of upcoming SRP meetings to publishers.
Responsible Party: TEA
Recipient/Audience: Publishers

April–August

Instructional materials submitted for science are reviewed through TRR.

Monday, April 10

Pre-adoption samples, the *Report on Interoperability and Ease of Use*, and *Complete Descriptions* are due to TEA for science and CTE courses.
Responsible Party: Publishers
Recipient/Audience: TEA, Districts and Charter Schools, Public

Pre-adoption samples are due to each of the twenty ESCs for science and CTE courses.
Responsible Party: Publishers
Recipient/Audience: ESCs

Certification of Editorial Review, and the *Affidavit of Authorship or Contribution* are due to TEA for science and CTE courses.
Responsible Party: Publishers
Recipient/Audience: TEA

Preliminary correlations for one technology applications course, one CTE course in computer science or cybersecurity, Personal Financial Literacy and Economics, or K–6 Spanish science is due to TEA.
Responsible Party: Publishers
Recipient/Audience: TEA

April 17

ESCs must notify TEA of any irregularities in sample materials submitted by publishers for science and CTE courses.
Responsible Party: ESCs
Recipient/Audience: TEA, Publishers

2023 Activities and Deliverables (continued)

Monday, May 8

Final correlations are due to each of the twenty ESCs for science and CTE courses.
Responsible Party: Publishers
Recipient/Audience: ESCs

Final correlations are due to TEA for science and CTE courses.
Responsible Party: Publishers
Recipient/Audience: TEA

Tuesday, May 30

Pre-adoption samples, the *Report on Interoperability and Ease of Use*, and *Complete Descriptions* are due to TEA for technology applications courses, CTE courses in computer science and cybersecurity, Personal Financial Literacy and Economics, and K–6 Spanish science.
Responsible Party: Publishers
Recipient/Audience: TEA, Districts and Charter Schools, Public

Pre-adoption samples are due to each of the twenty ESCs for technology applications courses, CTE courses in computer science and cybersecurity, Personal Financial Literacy and Economics, and K–6 Spanish science.
Responsible Party: Publishers
Recipient/Audience: ESCs

The *Certification of Editorial Review* and *Affidavit of Authorship or Contribution* are due to TEA for technology applications courses, CTE courses in computer science and cybersecurity, Personal Financial Literacy and Economics, and K–6 Spanish science.
Responsible Party: Publishers
Recipient/Audience: TEA

2023 Activities and Deliverables (continued)

Monday, June 26

Final correlations are due to TEA for technology applications courses, CTE courses in computer science and cybersecurity, Personal Financial Literacy and Economics, and K–6 Spanish science.
Responsible Party: Publishers
Recipient/Audience: TEA, Districts and Charter Schools, Public

Final correlations are due to each of the twenty ESCs for technology applications courses, CTE courses in computer science and cybersecurity, Personal Financial Literacy and Economics, and K–6 Spanish science.
Responsible Party: Publishers
Recipient/Audience: ESCs

June–July

TEA hosts SRP meetings.
Responsible Party: TEA
Recipient/Audience: Publishers, Public

Monday, July 31

The *Vendor Setup Form* is due to TEA from publishers without EMAT usernames and passwords.
Responsible Party: Publishers
Recipient/Audience: TEA

Wednesday, August 16

The *List of Corrections and Editorial Changes* is due to TEA.
Responsible Party: Publishers
Recipient/Audience: TEA

Monday, August 21

- Requests for show-cause hearings are due to TEA from eligible publishers that elect to protest the preliminary report.
- Electronic samples of new content provided to and approved by the SRP are due to TEA.
- The *Order Processing Information* and initial official bids are due to TEA.

Responsible Party: Publishers
Recipient/Audience: TEA

2023 Activities and Deliverables (continued)

September

TEA releases the preliminary report on instructional materials under consideration, and TEA posts TRR science reviews to the TRR website.
Responsible Party: TEA
Recipient/Audience: SBOE, ESCs, Districts and Charter Schools, Public

TEA posts to the agency website public and SRP comments and lists of alleged errors, editorial changes, and new content.
Responsible Party: TEA
Recipient/Audience: SBOE, Publishers, Districts and Charter Schools, Public

SBOE holds a public hearing on instructional materials under consideration for adoption.
Responsible Party: Public
Recipient/Audience: Publishers, SBOE

October

TEA posts the *Report of Required Corrections* and *Approved New Content* and the *List of Instructional Materials Eligible for Adoption* to the agency website.
Responsible Party: TEA
Recipient/Audience: ESCs, Publishers, Districts and Charter Schools, Public

Monday, October 16

The *Certification of Intent to Correct* and the *Disclosure of Campaign Contributions and Gifts* is due to TEA.
Responsible Party: Publishers
Recipient/Audience: TEA

Monday, October 30

Official written comments and alleged factual errors from Texas residents concerning materials under consideration are due to TEA.
Responsible Party: Public
Recipient/Audience: TEA

2023 Activities and Deliverables (continued)

Monday, November 6

Additional official bids are due to TEA.
Responsible Party: Publishers
Recipient/Audience: TEA, Districts and Charter Schools

Tuesday, November 7

- Content changes made in materials under consideration in response to public comment are due to TEA.
- An updated *List of Corrections and Editorial Changes* is due to TEA.

Responsible Party: Publishers
Recipient/Audience: SBOE, TEA, Public

Thursday, November 9

TEA posts to the agency website content changes to materials made by publishers in response to public comment.
Responsible Party: TEA
Recipient/Audience: SBOE, Public

Wednesday, November 15

Content changes made to materials under consideration in response to public testimony are due to TEA.
Responsible Party: Publishers
Recipient/Audience: SBOE, TEA, Public

Tuesday–Friday, November 14–17

The SBOE votes regarding materials under consideration.
Responsible Party: SBOE
Recipient/Audience: Publishers, Districts and Charter Schools, Public, ESCs

2023 Activities and Deliverables (continued)

Friday, December 1

TEA posts the *List of Instructional Materials Adopted* on the agency website.
Responsible Party: TEA
Recipient/Audience: ESCs, Publishers, Districts and Charter Schools, Public

The *Register of Contact* is due to TEA.
Responsible Party: Publishers
Recipient/Audience: TEA

2024 Activities and Deliverables

Monday, February 5

One high-quality accessible PDF, one copy of NIMAS files for student materials, blackline maters, and any other materials included in the teacher component that are intended for student use, and a screenshot from the NIMAC Validation Wizard showing that each file has passed validation are due to designated braille producer.
Responsible Party: Publishers
Recipient/Audience: Braille Producer

Monday, February 5

Form 1295 Certificate of Interested Parties is due to TEA.
Responsible Party: Publishers
Recipient/Audience: TEA

Monday, March 25

- One complete, post-adoption sample that incorporates all required corrections and approved new content is due to TEA.
- The *Affidavit of Corrections and New Content* is due to TEA.
- The *Certification of Compliance with Manufacturing Standards* is due to TEA.
- The *Accessibility Compliance Report*, along with the cover sheet, is due to TEA.

Responsible Party: Publishers
Recipient/Audience: TEA

2024 Activities and Deliverables (continued)

Monday, March 25

One complete, post-adoption sample that incorporates all required corrections and approved new content is due to each of the twenty ESCs.
Responsible Party: Publishers
Recipient/Audience: ESCs

Three final complete copies of adopted print student materials, blackline masters, and any other materials included in the teacher component(s) that are intended for student use. If changes were made to instructional materials between Monday, February 5, and Monday, March 25, one high-quality accessible PDF, one copy of NIMAS files, a side-by-side list of changes, and a screenshot from the NIMAC Validation Wizard showing that each file has passed validation due to the designated braille producer. If no changes were made, notice must be provided to the designated braille producer.
Responsible Party: Publishers
Recipient/Audience: Braille Producer

One copy of adopted print student materials, blackline masters, and any other materials included in the teacher component(s) that are intended for student use; one high-quality accessible PDF; one copy of NIMAS files; and a screenshot from NIMAC Validation Wizard showing that the file passed validation are due to the designated audio producer.
Responsible Party: Publishers
Recipient/Audience: Audio Producer

One copy of adopted print student materials, blackline masters, and any other materials included in the teacher component(s) that are intended for student use; one high-quality accessible PDF; one copy of NIMAS files; and a screenshot from NIMAC Validation Wizard showing that the file passed validation are due to the designated large-print producer.
Responsible Party: Publishers
Recipient/Audience: Large-Print Producer

Final NIMAS files and a side-by-side list of changes made between Monday, February 5, and Monday, March 25, or notice that no changes were made are due to TEA.
Responsible Party: Publishers
Recipient/Audience: TEA

2024 Activities and Deliverables (continued)

Monday, March 25

Final NIMAS files are due to NIMAC.
Responsible Party: Publishers
Recipient/Audience: NIMAC

May

TEA sends executed contracts to publishers.
Responsible Party: TEA
Recipient/Audience: Publishers

Texas public schools that have funding available can begin submitting orders for new materials through EMAT.
Responsible Party: Districts and Charter Schools
Recipient/Audience: Publishers, TEA

June-August

Publishers distribute adopted materials to Texas public schools.
Responsible Party: Publishers
Recipient/Audience: Districts and Charter Schools

TEA conducts a review of adopted materials to ensure publishers have made all corrections on the *Report of Required Corrections* and *Approved New Content*.
Responsible Party: TEA
Recipient/Audience: Publishers, SBOE

Deliverables and Requirements for Publishers

Below is a list of deliverables and requirements that each publisher participating in this proclamation will be expected to meet. The deadline for each deliverable is provided in the "Adoption Timeline" section of this proclamation, and further details can be found in the *Publisher Handbook*.

A publisher's inability to meet any of the requirements by the deadline in this proclamation can result in that publisher's materials being removed from consideration for adoption (TAC §66.66(g)).

Accessibility Compliance Report and Cover Sheet

Publishers with adopted electronic instructional materials are required to contract with an independent third party to review each electronic student and teacher component included on official bids for compliance with WCAG 2.1 AA standards and technical standards required by the Federal Rehabilitation Act, Section 508 (TAC §66.28(a)(2)). The selected vendor must provide a compliance report that includes the *Accessibility Compliance Report Cover Sheet*.

When testing the accessibility of the materials, the auditor must take the following steps:

- Use automated web accessibility evaluation tools to analyze the selected pages and note any problems indicated by the tools
- Manually check pages to determine that form labels and alternative text on images and graphs is appropriate
- Manually check pages with dynamic content, forms, or other applications
- Determine whether page content and controls can be accessed, operated, and reset when necessary using only a keyboard
- Examine pages with graphical user interface (GUI) browser (e.g., Internet Explorer, Edge, Firefox, Chrome) while listening to the page with screen-reader software
- Employ and include documentation of the experience of real users with disabilities for manual testing
- Test a random sample of each different type of electronic component

The final report provided to TEA must include, at a minimum, the audit results from the following pages:

- The home page people use to enter the site
- One page with at least one table or form
- One page with at least one informational image (e.g., a diagram, map, or graph)
- One page from each component of the product
- One page with interactive content

Accessibility Compliance Report and Cover Sheet (continued)

Publishers can determine the total number of pages included in the testing. Failure to provide a report with a cover sheet and/or material that is found to not meet any of the required accessibility standards will result in that product's removal from the adopted list and EMAT and the publisher's contract may be presented to the SBOE for termination. If the contract has not yet been terminated, the product will be returned to the adopted list and EMAT when the publisher certifies that the product meets the required accessibility standards and submits an updated cover sheet.

Accessibility Requirements for Electronic Materials

Publishers that offer electronic materials (e.g., CD-ROMs, DVDs, or web-based materials) are required to offer these materials in an accessible format in accordance with the technical standards of the Federal Rehabilitation Act, Section 508. The standards are available at http://www.section508.gov/summary-section508-standards.

Web content in materials adopted under this proclamation must be created to conform to the WCAG 2.1 Level AA standards available at https://www.w3.org/TR/WCAG21/. Electronic materials that are not compliant with all of the WCAG 2.1, Level AA, standards and with technical standards of the Federal Rehabilitation Act, Section 508, will be removed from the adopted list and EMAT and the publisher's contract may be presented to the SBOE for termination (TAC §66.28(a)(6)).

A publisher that provides access to materials to students with disabilities through an alternate format must include a link to that material on the entrance page of the main product.

Accessibility Requirements for Print Materials

Publishers that don't have an existing account with NIMAC must email nimac@aph.org to request a publisher account. The NIMAC will provide instructions to set up an account, correctly prepare metadata, and submit files. A new publisher may be required to provide a sample NIMAS file to the NIMAC for review before establishing an account.

Specific information and resources, including a list of frequently asked questions, can be found at the NIMAC website, http://www.nimac.us/publishers-conversion-houses/.

Please see *Certification of Compliance with Manufacturing Standards* for additional information.

Affidavit of Authorship or Contribution

Publishers must list everyone whose name is listed as an author or contributor and include in general terms the involvement of each author or contributor to the development of the material (TAC §66.28(h)).

Publishers cannot submit instructional materials that have been authored or contributed to by a current employee of TEA (TAC §66.28(i)).

Affidavit of Corrections and New Content

Publishers must verify that all corrections of factual errors have been made and confirm that all approved new content has been added to the final material. This is required as a condition of adoption by the SBOE (TAC §66.28(h)(1)(C)).

Certification of Compliance with Manufacturing Standards

Publishers must certify that all materials meet applicable manufacturing standards in the latest edition of *Manufacturing Standards and Specifications for Textbooks*, approved by the Advisory Commission on Textbook Specifications.

The certification is required for all print student materials used to demonstrate TEKS coverage and all electronic components submitted for adoption (TAC §§66.28(a)(1) and 66.66(b)(2)).

Certification of Editorial Review

Publishers must affirm that all instructional materials have been edited for accuracy, content, and compliance with the requirements of the proclamation (TAC §66.28(m)).

Certification of Intent to Correct

Publishers must affirm that they intend to make all required corrections of factual errors and add approved new content in the final adopted material (TAC §66.66(b)(4)).

Company Information

Publishers must provide the contact information for individuals who will be managing their participation in this proclamation and for phone calls or emails related to deliverables, bids and contracts, accessible materials, customer service, and new sales.

Only those publishers that submit a completed form by the deadline will be allowed to participate in this proclamation process.

Complete Description

Publishers must submit information regarding each component that will be used to demonstrate standards alignment. This information will be used by TEA staff to plan for the state review meetings (TAC §66.28(d)(6)).

Content Changes in Response to Public Comment and/or Testimony

Publishers that wish to make content changes based on public comment and/or public testimony provided at the SBOE hearings are required to submit changes to TEA (TAC §66.43). TEA posts all changes to the agency website.

Correlations (Preliminary and Final)

Publishers must provide correlations that indicate where in each instructional material they believe the required standards are addressed. The correlation must be submitted in the manner designated by TEA (TAC §66.28(k)).

Correlations for electronic materials must also include a link to the exact location where each expectation is addressed.

Publishers with electronic materials (not currently adopted) are required to embed the *Correlations to the TEKS and ELPS* in the pre-adoption sample material.

Instructional materials must cover at least 50% of the TEKS and 100% of the applicable ELPS in materials intended for student use and materials intended for teacher use as specified in TAC §66.27(h). In determining the percentage of the TEKS covered by the material, each student expectation counts as an independent element of the standards (TAC §66.66(b)(1)).

A student expectation is subdivided into constituent parts called breakouts. Each individual breakout must be sufficiently covered for the expectation to be considered covered and counted toward the 50% minimum requirement.

A publisher can solicit feedback from TEA regarding the completion of their correlations by submitting preliminary correlations. Preliminary correlations should include citations for at least three student expectations.

Disclosure of Campaign Contributions and Gifts

Publishers must list any political contributions made by any individual or entity in the preceding four years to a candidate or member of the SBOE (SBOE Operating Rule 4.3).

Electronic Copies of New Content Reviewed and Approved by the SRP

Publishers must provide electronic copies of all new content reviewed and approved by the SRP (TAC §66.41(f)) and confirm that final products will be updated to include all approved new content. If provided in a PDF format, copies must be fully accessible. TEA posts new content on the agency website.

Please see "Samples" for additional information.

Form 1295 Certification of Interested Parties

Publishers must meet reporting requirements with the Texas Ethics Commission before entering into a contract and conducting business with the state of Texas.

One form is required from each publisher each time the publisher enters into a contract with the agency (Government Code §2252.908)). An additional form may be required by each district a publisher does business with.

High-Quality PDF

Publishers must provide a high-quality, color, accessible PDF (i.e., high-resolution, optimized PDF) of their print student materials along with their print sample copies and NIMAS files to each of the designated producer(s).

Instructional Materials Contract

Publishers with materials adopted by the SBOE enter into a contract to provide the materials to all Texas public schools that order them for an initial contract period of eight years with the possibility of one contract renewal for a period of no more than four years (TAC §66.72). Publishers that do not return signed contracts to TEA will have materials removed from the adopted list and the EMAT system.

List of Corrections and Editorial Changes

Publishers must provide a list of all corrections, editorial changes, and approved new content made to each component after pre-adoption samples were submitted. Publishers should include responses to errors identified by the SRP and the public and editorial changes made in response to comments from the SRP and the public.

If no changes or corrections are required, the publisher must notify TEA (TAC §66.28(l)). All errors must be corrected before adopted materials are delivered to schools (TAC §66.66(b)(4)).

NIMAS Files for the Production of Braille, Large-Print, and Audio Materials

Publishers must submit electronic NIMAS files and agree to allow TEA or its agents to reproduce adopted materials in a format suitable for students and teachers with visual impairments and students with other learning disabilities (TAC §66.27(g)(6)–(7)). The NIMAS Technical Specifications v1.1 can be found at http://aem.cast.org/creating/nimas-technical-specification-annotated.html#.WG1HgU3fOrR.

Publishers must adhere to all NIMAS guidelines that have been approved by NIMAC on or before November 30, 2022.

If the requirements for NIMAS files are not met for any specific product, that product will be removed from the adopted list and the EMAT system (TAC §66.66(g)).

Please see "Samples" for additional information.

Official Bids

Publishers must submit at least one bid for each product eligible for adoption, listing each component that will be offered along with the price of the material by the initial deadline. A separate bid is required for each package option a publisher submits to include in EMAT. Each component or subcomponent offered as part of the bundle, including items provided free with purchase of the bundle, must also be available for purchase individually (TAC §66.28(f)–(g)). Bids of adopted materials become part of the instructional materials contract.

Publishers must provide per-student pricing and information regarding volume discounts in the manner designated by TEA.

The package and component pricing on the bids may not exceed the lowest price at which the publisher offers that instructional material for sale to any state, public school, or school district in the United States. If the materials are sold at a lower price elsewhere at any time during the contract, the publisher must also reduce the contracted price (TEC §31.151(a)(1)–(2)). The SBOE may assess an administrative penalty against a publisher or manufacturer who violates the TEC §31.151(a)(1)–(2) by offering instructional materials in this state at a higher price than offered to any other state, public school or school district in the United States (TAC §66.15(b)–(c)).

Publishers can add to or replace initial bids after the initial deadline; however, additional bids may not be submitted for prices higher than were provided in the initial bids. Additional bids can only be submitted if a correct initial bid was received by the deadline.

Order Processing Information Form

Publishers must provide information regarding how orders for adopted materials will be processed.

Register of Contact

Publishers must submit a register listing all visits, meetings, or contacts of any employee for any reason with SBOE members between January 28, 2022, and December 1, 2023, including the date, time, location, and purpose of the communication (TAC §66.4(b)).

Report on Interoperability and Ease of Use

Publishers must provide information regarding their products' interoperability and ease of use for review by the SBOE and districts. The information from each publisher's report will be posted to the agency website.

Request for Show-Cause Hearing

Publishers that are eligible for a show-cause hearing will be notified by TEA.

Eligible publishers that elect to protest the findings of the SRP must file a request for a show-cause hearing with TEA (TAC §66.63(d)).

Samples

All publishers participating in this proclamation must provide digital access to instructional materials submissions at no cost to TEA and each of the twenty ESCs. If requested, samples must be provided to SBOE members and districts at no cost. Samples provided to the SRP may be in print or electronic format. The agency does not guarantee return of samples.

Pre-adoption Samples

Pre-adoption samples must be complete electronic versions of the final product and must include all content, components, and features intended to be in the final product, not just the content identified in the correlations (e.g., all student and teacher materials, diagnostic tools, test banks, etc.). The original pre-adoption samples must remain available and unchanged until final (post-adoption) samples are submitted in March 2024. Publishers may provide access to a second version of the pre-adoption sample that incorporates changes proposed as a result of an additional editorial review, public comment and/or testimony, and state review panel feedback. Electronic samples must be free of sales or marketing materials, allow for multiple, simultaneous user access, be equipped with a word-search feature, and contain embedded correlations that direct users to the content cited for standards alignment (TAC §66.28(d)).

Publishers must supply TEA and each of the twenty ESCs with all information, including locator information and passwords, required to ensure public access to their pre-adoption materials (TAC §66.28(d)). If the materials are not sold digitally, publishers may provide public access using a PDF; however, the PDF must pass an accessibility check. TEA will post access information or accessible PDFs of the pre-adoption sample to the agency website. Publishers that wish to protect content such as test questions and answers may provide two versions: a public-facing version that does not include protected content and a full version that will not be posted online.

Publishers are encouraged to add a watermark throughout pre-adoption samples to identify copyright-protected information.

If requested, publishers must supply SBOE members with print samples of materials under consideration or adopted (TAC §66.28(a)(7)).

Samples can be provided in either print or electronic format at the SRP meetings. SRP samples must be fully functional and contain all content that will be available in the final version supplied to districts. Samples must also be free of sales or marketing materials (TAC §66.28(d)(3)).

Publishers that provide electronic samples must provide the appropriate hardware or equipment for the review (TAC §66.28(d)(9)).

TEA will provide shipping instructions for publishers that wish to mail print samples to the location of the SRP meeting. TEA does not guarantee the return of print materials (TAC §66.28(d)(8)).

Post-adoption Samples

Publishers must supply TEA and each of the twenty ESCs with post-adoption electronic samples. Publishers must supply TEA and each of the twenty ESCs with all information, including locator information and passwords, required to ensure public access to their post-adoption samples for the duration of the contract period. The public can access post-adoption samples by making an appointment at the nearest ESC or through the Instructional Materials and Implementation Division at TEA located in Austin, Texas.

Publishers are required to notify TEA if user access information changes. TEA will periodically conduct audits of final electronic post-adoption sample access information. Publishers that do not maintain proper access for TEA and the ESCs may have materials removed from the adopted list and the EMAT system.

Publishers must use the machine-readable TEKS provided by TEA when tagging content aligned to the TEKS. Doing so creates a consistent way of documenting and refencing

learning standards and competencies. Publishers will access the machine-readable TEKS and related guidance on the Texas Gateway.

TEA may request additional samples if they are needed (TAC §66.28(e)).

At the request of a Texas school district, publishers must supply a complete electronic post-adoption sample (TAC §66.28(d)(7)). If requested, publishers may also provide print samples; however, all samples must be provided at no cost. If samples must be returned, the publisher must notify the district in advance and provide a shipping label and date by which the sample should be shipped back (TAC §66.101).

Post-adoption Samples for Braille, Large-Print, and Audio Producers

Publishers must submit three print post-adoption sample copies of adopted student materials to the designated braille, large-print, and audio material producers. Publishers must also include blackline masters or any other materials included in the teacher materials that are intended for student use.

Should a braille or large-print teacher edition be required by a district, a publisher must provide two printed teacher editions to the designated producer(s).

Publishers must markup print materials eligible for NIMAS submission that contain mathematical or scientific instructional content by using the latest applicable version of the MathML 3 module of the DAISY/NIMAS Structure Guidelines as posted and maintained at the DAISY Consortium website, available at http://www.daisy.org/z3986/structure/SG-DAISY3/part2-math.html.

If the requirements for samples to the designated producer(s) are not met for any specific product, that product will be removed from the adopted list and the EMAT system.

Side-by-Side List of Changes to Braille Producer(s)

Publishers must provide a side-by-side list of changes made to pre-adoption samples when submitting corrected post-adoption sample materials to the designated braille producer(s).

Statement of Intent to Bid

Publishers interested in participating in the SBOE's process must submit one *Statement of Intent to Bid* for each product for each course for which it is intended. A publisher that does not submit a *Statement of Intent to Bid* by the deadline is not eligible to participate in the process (TAC §66.28(c)).

Vendor Setup Form

The Texas Comptroller of Public Accounts uses the Texas Identification Number (TIN) to track and process all payments made to a payee. Each publisher with adopted materials is required to have a TIN.

This TIN is also required when a publisher applies for access to the EMAT system. If a publisher already has EMAT access and there are no changes, a new application is not required.

Publishers that wish to receive payments from the State of Texas directly into their checking accounts must fill out the direct deposit section of the Vendor Setup Form. If a publisher declines this option, payments will be made by a warrant (state check) sent via the U.S. Postal Service.

Direct deposit is strongly recommended but not required. Publishers that already have direct deposit established do not have to submit a form unless payee information has changed.

If banking information changes during the adoption period, publishers must notify TEA.

Deliverables and Requirements for ESCs

Each of the twenty ESCs is expected to fulfill the following list of requirements. The deadline for each deliverable is provided in the "Adoption Timeline" in this document.

Report of Sample Irregularities

ESCs are required to ensure public and district access to pre- and post-adoption samples. To that end, ESCs are required to notify TEA of any irregularities in electronic or sample print materials (TAC §66.39(b)).

ESCs may link to the pre-adoption samples on the TEA website but must also designate a time for on-site viewing. Post-adoption samples can only be viewed in person.

ESC Samples (Pre- and Post-Adoption)

Each ESC is required to provide public access to materials under consideration and adopted materials. Each ESC should designate one person to supervise access to all samples and establish reasonable public access, including access outside of normal working hours that can be scheduled by appointment. Each ESC is required to notify districts in its region and publicize the date on which samples materials will be available for review (TAC §66.39).

TEKS and Course Enrollment

The TEKS describe what students should know and be able to do for each grade level and course in the required curriculum. The table that follows provides links to the TEKS for the courses included in *Proclamation 2024* and reported course enrollment for the 2021–22 school year.

Chapter 112. Texas Essential Knowledge and Skills for Science

Course	Enrollment
Science, Kindergarten	201,869
Science, Grade 1	337,342
Science, Grade 2	363,404
Science, Grade 3	367,647
Science, Grade 4	370,501
Science, Grade 5	383,255
Science, Grade 6	290,367
Science, Grade 7	407,054
Science, Grade 8	401,319
Science (Spanish), Kindergarten	76,011**
Science (Spanish), Grade 1	82,294**
Science (Spanish), Grade 2	81,607**
Science (Spanish), Grade 3	83,825**
Science (Spanish), Grade 4	86,146**
Science (Spanish), Grade 5	86,527**
Science (Spanish), Grade 6	84,364**
Aquatic Science	50,892
Astronomy	32,792
Biology	445,818
Chemistry	362,217
Earth Systems Science	30,742
Environmental Systems	80,047
Integrated Physics and Chemistry	104,933
Physics	197,703

Chapter 113. Texas Essential Knowledge and Skills for Social Studies

Course	Enrollment
Personal Financial Literacy and Economics	Not Available*

Chapter 126. Texas Essential Knowledge and Skills for Technology Applications

Course	Enrollment
Technology Applications, Kindergarten	38,722
Technology Applications, Grade 1	48,755
Technology Applications, Grade 2	55,311
Technology Applications, Grade 3	52,451
Technology Applications, Grade 4	52,187
Technology Applications, Grade 5	50,333
Technology Applications, Grade 6	52,833
Technology Applications, Grade 7	37,804
Technology Applications, Grade 8	20,513

Chapter 127. Texas Essential Knowledge and Skills for Career Development

Subchapter G. Education and Training

Course	Enrollment
Child Development	25,909
Child Development Associate Foundations	86
Communication and Technology in Education	249
Human Growth and Development	17,167
Instructional Practices	7,631
Principles of Education and Training	14,877

Subchapter I. Health Science

Course	Enrollment
Anatomy and Physiology	79,081
Health Science Theory	34,880
Healthcare Administration and Management	Not Available*
Leadership and Management in Nursing	Not Available*
Medical Assistant	Not Available*
Medical Billing and Coding	Not Available*
Medical Microbiology	7,079
Medical Terminology	47,301
Pathophysiology	7,377
Pharmacology	2,574
Pharmacy I	23
Pharmacy II	Not Available*
Respiratory Therapy I	Not Available*
Respiratory Therapy II	Not Available*

Subchapter J. Hospitality and Tourism

Course	Enrollment
Food Science	15,097

Subchapter M. Law and Public Service

Course	Enrollment
Forensic Science	72,672

Subchapter O. Science, Technology, Engineering, and Mathematics

Course	Enrollment
Biotechnology I	1,798
Computer Science I	25,729
Computer Science II	5,032
Cybersecurity Capstones	392
Digital Forensics	337
Engineering Design and Presentation I	10,952
Engineering Design and Presentation II	2,923
Foundations of Cybersecurity	3,720
Fundamentals of Computer Science	23,494
Intermediate Computer-Aided Design and Drafting	20
Introduction to Computer-Aided Design and Drafting	186
Principles of Applied Engineering	34,607

Chapter 127. Texas Essential Knowledge and Skills for Career and Technical Education

Subchapter Q. Energy

Course	Enrollment
Foundation of Energy	54
Introduction to Process Technology	10
Petrochemical Safety, Health, and Environment	229
Oil & Gas Production III	40
Oil & Gas Production IV	Not Available*

*Newly adopted courses

** Districts do not report separate enrollment data for Spanish science. The enrollment data provided is the number of English learners who reported that Spanish is their home language

Ethical Standards

Texas administrative rules dictate requirements and standards of publishers and appointed SRP members (Government Code, §572.051 (relating to Standards of Conduct) and Texas Penal Code, §36.02 (relating to Bribery)).

Publishers and SRP members are required to maintain a no-contact period that begins at appointment to the panel and ends once the preliminary report of materials under consideration is announced (TAC §66.36(h)).

To be eligible to serve on the SRP, nominees may not be employed by or have received funds from an individual or publishing company involved or connected to the adoption process; owned or controlled any interest valued at more than $5,000 in a privately owned publishing company or an entity receiving funds from a publishing company involved or connected to the adoption process; or been employed by an institution of higher education that has submitted open education resources or is a publisher of materials (TAC §66.30(d)).

Publishers or authors may not solicit input, directly or indirectly, on original or new content from a member of the SRP for any product. This includes products under consideration and adopted products (TAC §66.28(j)).

Glossary of Proclamation Terms

Below are words and terms commonly used in this proclamation.

accessibility
Design features of products and services that ensure equitable access for people with and without disabilities

Publishers are required to ensure all materials are made accessible for all students.

adopted materials
Instructional materials formally adopted by the SBOE in an open meeting

adoption timeline
Schedule of adoption procedures, deadlines, and requirements of publishers, the public, ESCs, and the agency

ancillaries
Components that are not reviewed by the SRP, are not adopted by the SBOE, and are offered for free to school districts

breakouts
The separate parts of a student expectation.

The breakouts are shown on the correlations and evaluation forms.

citation
The identification of one specific example of content that covers one element of the TEKS or ELPS

consumable
Any instructional material component that is intended to be written in, depleted, or otherwise consumed during the first year of use

depository
Any entity through which publishers receive and fill orders for instructional materials

Depositories must be EMAT and Electronic Data Interchange (EDI) compliant. Publishers are not required to use a depository.

EMAT
TEA's statewide electronic instructional materials management system that processes all requisitions and payments for adopted instructional materials

Texas public schools also use EMAT to requisition adopted materials and request disbursements from their technology and instructional materials allotment.

education service centers (ESCs)
Public entities created by state statute (TEC, §8.001) to provide educational support programs and services to local schools and districts

Each of the twenty ESCs serves districts in a specific geographic area.

enrichment subjects
Languages other than English, health, physical education, fine arts, career and technical education, technology applications, and religious literature, including Hebrew Scriptures (Old Testament) and New Testament, and its impact on history and literature

exhibit A
A document that is part of the instructional materials contract listing adopted materials and corresponding fixed prices

foundation subjects
English and Spanish language arts and reading, mathematics, science, and social studies

instructional materials
Content that conveys the essential knowledge and skills of a subject in the public-school curriculum through a medium or a combination of media for conveying information to a student

The term includes books, supplemental materials, a combination of a book, workbook, and supplemental materials, computer software, magnetic media, DVD, CD-ROM, computer courseware, online services, or an electronic medium or other means of conveying information to the student or otherwise contributing to the learning process through electronic means, including open education resources (TEC, §31.002).

Instructional Materials & Implementation Division
The division of TEA that coordinates the SBOE's review and adoption of instructional materials, coordinates the Texas Resource Review quality review process, provides accessible instructional materials for students with disabilities, manages funds, facilitates the

distribution of SBOE approved instructional materials in various media, and provides districts with access to allotment funds for allowable expenditures

International Standard Book Number (ISBN)
A unique number that identifies books and book-like products internationally

An ISBN should be assigned to each edition and variation of a book. ISBNs are issued by the registration agency that is responsible for that country or territory. In the United States, R.R Bowker is the only company authorized to administer ISBNs.

machine-readable TEKS
A technical format by which all standards are formatted that can be easily processed

Manufacturing Standards and Specifications for Textbooks (MSST)
The physical standards of quality and performance for K–12 instructional materials

These standards and specifications are developed by the State Instructional Material Review Association, in consultation with the American Publishers and Book Manufacturers' Institute.

markup
A sequence of characters or other symbols that are inserted at specific places in a text file to indicate how the file is produced when it is printed or displayed or to describe the document's logical structure

The markup indicators are often called "tags."

MathML
An XML application that describes mathematical notation and captures structure and content

MathML enables mathematics to be served, received, and processed on the World Wide Web.

multiple simultaneous users
Access granted to an instructional material by several individuals at the same time

National Instructional Materials Accessibility Standard (NIMAS)
A technical standard used to produce XML-based source files, from which accessible, student-ready alternate-format versions of textbooks and core materials (e.g., braille, etextbooks, electronic talking book, large-print, etc.) can be created and distributed to students with print disabilities

no-contact period
The time during which SRP members are not permitted to have either direct or indirect communication with any person having an interest in the adoption process regarding the content of the instructional materials under evaluation by the panel

new content
Content that was created in response to the report from the SRP meeting that has been reviewed and approved by the SRP only

Publishers must use a specific template to provide new content for the SRP to review.

new citations
Citations of content in a product that was not initially cited on the correlation document and is provided to the SRP in response to the panel's report

non-consumable
Any instructional material component that is intended for use during the entire period of the adoption

open education resource material
Material that is freely accessible, openly licensed, and available to Texas school districts, including those available through the Texas Gateway

proclamation
The document issued by the SBOE calling for bids for instructional materials that identifies subject areas and courses/grade levels scheduled for review and outlines requirements for participation

Proclamations are named for the year in which the materials are intended to be made available in the classroom.

Publisher Handbook
A proclamation-specific guidance document issued by TEA that contains detailed requirements and additional information about each publisher deliverable

Questions and Answers Document
A proclamation-specific document issued by the SBOE that consists of questions presented by publishers and answers provided by TEA

show-cause hearing
An opportunity for eligible publishers to present evidence of required TEKS and ELPS content provided to the SRP but not accurately reflected in the preliminary report

specialized format materials
Published material converted into an alternative medium, such as braille, large-print, audio, or electronic text, which is exclusively for use by persons with print disabilities, as authorized by the Vocational-Rehabilitation Act and the Americans with Disabilities Act

State Board of Education (SBOE)
A board of SBOE members elected from single-member districts who set policies and standards for Texas public schools

Publishers are encouraged to view SBOE meeting webcasts on the agency website or attend in person, if allowable.

state review panel (SRP)
A group of public-school teachers, university professors, parents, business and industry representatives, and other content experts that reviews instructional materials submitted for adoption to determine the extent to which the TEKS and ELPS are covered and to identify factual errors

State Review Panel Application
Application that educators, parents, business and industry representatives complete to serve on the SRP

State Technology and Instructional Materials Fund
A reserve of capital comprised of an amount set aside by the SBOE from the available school fund and any amounts lawfully paid into the fund from any other source and appropriated by the Legislature

Money from the fund finances the instructional materials and technology allotment.

student component
Any print or electronic instructional material component that is specifically intended for use by the student

teacher component
Any print or electronic resource that is specifically intended for use by the teacher
Teacher components may also include materials intended for use by the students.

Instructional Materials and Technology Allotment
A biennial allotment of money from the state instructional materials and technology fund to Texas public schools

Texas Education Agency (TEA)
The agency that oversees primary and secondary public education in the state of Texas

Texas Essential Knowledge and Skills (TEKS)

The state standards for foundation and enrichment curriculum, adopted by the SBOE, that identify what students should know and be able to do at the end of each grade level or course

Texas Resource Review (TRR)
The online review that provides Texas educators with free, transparent, and user-friendly information about the quality of materials

word search
Feature in an instructional material that allows for keywords to be located