Proclamation 2022 Publisher Handbook

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Vision and Change Log

This handbook is designed to provide information to publishers participating in the *Proclamation 2022*.

This document may occasionally be updated to reflect the latest best practices for deliverables. Deadlines for deliverables will not change without the consent of the State Board of Education.

A change log is included below to track changes in this handbook.

Date	Page Impacted	Update Made
2/4/2021	Page 11	Changed deadline for preliminary correlations to Monday, March 22, 2021.
2/4/2021	Page 11	Changed deadline for final correlations to Monday, May 24, 2021.
2/4/2021	Pages 13–14	Changed deadline for pre-adoption samples to Monday, May 24, 2021.
2/4/2021	Page 15	Changed deadline for *Affidavit of Authorship or Contribution* to Monday, May 24, 2021.
2/4/2021	Page 16	Changed deadline for *Certification of Editorial Review* to Monday, May 24, 2021.
2/4/2021	Page 19	Changed deadline for *Report on Interoperability and Ease of Use* to Monday, May 24, 2021.

Review and Adoption Process Overview

There is a specific process that publishers or providers of instructional content must follow to participate in the Texas State Board of Education's (SBOE) instructional materials review and adoption process.

The SBOE establishes an adoption cycle for subjects in the foundation curriculum and the enrichment curriculum (Texas Education Code [TEC], §31.022). The cycle is periodically adjusted based on the revision schedule for the Texas Essential Knowledge and Skills (TEKS), English Language Proficiency Standards (ELPS), and Texas Prekindergarten Guidelines (TPG).

The SBOE issues a proclamation calling for instructional materials in specific subjects and courses. Within the proclamation you will find an adoption timeline, list of deliverables and requirements, enrollment information, links to the standards, and a glossary of terms.

Proclamations are named for the year materials are intended to be implemented in the classroom (TEC, §31.022(d) and (e), 19 Texas Administrative Code [TAC] §66.27).

After each proclamation is issued, publishers that wish to participate must submit a *Company Information Form* and *Statement of Intent to Bid* indicating their interest in submitting materials. Typically, publishers have 18 months to develop new materials that align with the requirements of the proclamation (TAC §66.27(f)). A publisher that misses this deadline cannot participate in the proclamation.

To be eligible for adoption by the SBOE, health instructional materials must cover at least 50 percent of the TEKS for the grade level or course for which the materials are intended in both the material intended for student use and the material intended for teacher use. Physical education (PE) instructional materials must cover at least 50 percent of the TEKS for the grade level or course for which the materials are intended in the material intended for teacher use. All materials must be suitable for the subject and grade level, be reviewed by academic experts appointed to the state review panel (SRP), comply with manufacturing standards, be fully accessible to individuals with disabilities, and be free from factual errors, including significant grammatical or punctuation errors that have been determined to impede student learning or that make the program of a quality not acceptable in schools.

Instructional materials submitted for adoption by the SBOE or currently adopted materials may also be reviewed for quality through the Texas Resource Review. The commissioner of education determines the cycle for quality reviews. There are no plans to review health and physical education materials for quality at this time since there currently is not a quality rubric for these subjects. TEA will update publishers if anything changes.

After the review, the panels' findings are reported to the commissioner of education (19 TAC §§66.30 and 66.36). Using the findings of the SRP, the commissioner of education produces a preliminary report of materials eligible and ineligible for adoption based on the percentage of TEKS covered. The commissioner will publish the Proclamation 2022 *List of Instructional Materials Eligible for Adoption* by October 2021.

To ensure transparency, pre-adoption samples are available for public review and comment on the Texas Education Agency (TEA) website and by appointment at TEA and each of the 20 education service

centers (ESCs). Any resident of Texas may report errors using the *Public-Reported Factual Errors Submission Form* and may submit written comments for, against, or about instructional materials under consideration using the *Public Comment Submission Form*. Alleged factual errors and comments received by Monday, August 23, 2021, will be posted to the TEA website and provided to the SBOE at the September 2021 meeting. Errors and comments received after the September 2021 meeting will be provided to the SBOE at the November 2021 meeting. Errors and comments received after Monday, November 1, 2021, will be shared with SBOE members.

Additionally, the SBOE holds at least one public hearing to provide citizens the opportunity to provide oral testimony regarding instructional materials being considered for adoption. Representatives of publishing companies may register to make oral responses to testimony at the hearing. Further information regarding the SBOE's public testimony instructions and procedures can be found on the SBOE meetings website.

Using the commissioner of education's reports as a guide, the SBOE approves materials for placement on the adopted list (TEC, §31.023, 19 TAC §§66.63 and 66.66). The SBOE's action is final. All materials on the adopted list must be free from factual errors before being delivered to schools.

Following the SBOE's action, TEA sends contracts to publishers of adopted materials. Contracts signed and returned by the publishers are then signed by the chair of the SBOE and attested to by the commissioner of education. Original contracts are filed with TEA, and publishers receive copies of the executed contracts (TEC, §31.023, 19 TAC §66.72). All deadlines following the SBOE's action are not applicable to publishers with materials not adopted by the SBOE.

Following the adoption, TEA contracts for the development of braille, large-print, and audio versions of adopted instructional materials.

Local school boards and charter schools set their own policies for selecting the most appropriate instructional materials for their students. Districts may select adopted or non-adopted instructional materials. Instructional materials must be adopted locally in an open meeting (19 TAC §66.104(a)).

Upon making their decisions, school districts and charter schools place their orders for adopted materials online with TEA through EMAT, which is a statewide electronic instructional materials management tool used to process all orders and payments for adopted instructional materials. Once the orders are received and verified, the materials are shipped to the districts from the publishers or privately-owned depositories. Districts can also order materials directly from publishers and request a disbursement through EMAT to pay for them. EMAT only lists materials that have been adopted by the SBOE.

Participation in this adoption process does not guarantee materials will be purchased by school districts. Publishers are responsible for all costs associated with participation in the SBOE review and adoption process.

The summer following adoption, TEA confirms that all identified errors have been corrected in adopted materials. TEA reports any uncorrected errors and any newly discovered errors to the SBOE for action. The SBOE may assess a penalty for each uncorrected factual error. TEA will also contact publishers with less than 100 percent TEKS coverage with the opportunity to update the coverage percentage for adopted materials (19 TAC §66.75(l)).

Publishers cannot make content changes prior to adoption by the SBOE. Publishers can make content updates or substitute a new edition of the adopted material following adoption. Publishers must obtain approval by submitting a written request to TEA prior to making any changes (19 TAC §§66.75 and 66.76). Publishers must verify that the update will not result in an additional cost to the state and certify that the new material meets applicable essential knowledge and skills, is free from factual errors, and does not affect the program's coverage of TEC, §28.002(h). Updates that involve content cited on the correlation document and approved by the SRP must be approved by the SBOE. Updates that do not involve content used to demonstrate alignment to the TEKS, ELPS, and/or TPG must be approved by TEA. The written request must be submitted using the substitution request forms or update request forms, as applicable. Publishers who fail to seek approval prior to making content changes may incur penalties by the SBOE (19 TAC §66.15(f)(3)).

All correspondence with and documents provided to TEA are considered public information under Chapter 552 of the Texas Government Code, commonly referred to as the Public Information Act.

Additional Information

This handbook includes information regarding deadlines that are applicable to publishers participating in *Proclamation 2022*. Please use the icons in the legend to identify the unit of measurement for each deliverable. For example, if only one form is required from each company, then you will see the publisher icon. If one form is required for each program, regardless of how many formats the content is offered in, then you will see the program icon.

Legend				
Unit	By Publisher	By Program (Grade Level)	By Media Format	By Component
Icon				

Company Information Form and Statement of Intent to Bid

Purpose: The *Company Information Form* and *Statement of Intent to Bid* (SOITB) serves as a publisher's official notification of its intent to submit materials for specific courses.

You must submit a SOITB for each grade level program you intend to submit for consideration (19 TAC §66.28(c)). If you wish to submit a product line for a grade band or multiple courses, you should submit a SOITB for each course. Do not submit multiple SOITBs unless the content in each course is different. If you intend to provide the same content in multiple media formats (i.e., print and online), only submit one SOITB and select the additional format(s) in the *Additional Media Formats* field.

Do not submit different SOITBs for different pricing options, subscription lengths, or media formats. You will have an opportunity to submit information regarding different pricing and subscription bundles at a later time.

Along with the SOITB, you must also submit a *Company Information Form* providing specific staff phone numbers and email addresses. It is only necessary to provide the company information once, regardless of the number of SOITBs you submit. The company information must include the following:

- Home office address
- Main contact (for deliverables and state review purposes)
- Bids and contracts contact (for official bids and instructional materials contract purposes)
- Accessible materials contact (for NIMAS files)
- Production manager contact
- Sales contact (for new orders and for EMAT access)
- Customer service contact (for existing customers)

If any of your staff contact information changes after submitting your *Company Information Form*, you are required to inform us so we can reopen the form to allow you to make updates.

The SOITB must include detailed specifications regarding estimated TEKS coverage percentage and any system requirements included in an instructional materials submission. You will be given the opportunity to update the TEKS coverage percentage on the *Complete Description* and again on the correlations. The system requirements can be updated on the *Complete Description* and should be final on the *Official Bid*.

At a minimum, the system requirements should include the

- specific type of device required, such as a PC, windows tablet, iPad, Chromebook, etc.;
- oldest operating system or version supported; and
- newest operating system or version supported.

You will submit the SOITB and your company information directly into EMAT. If you have an EMAT username and password, use it to submit the SOITB and *Company Information Form* from your vendor start page. If you do not have an EMAT username and password, use the open link on the Publisher

Portal to access EMAT Publisher Bidding. You can watch a demo in the *Proclamation 2022* Publisher Orientation that will be held at 2:00 p.m. on November 19, 2020. The publisher orientation will also be recorded and posted to the Publisher Portal. Only those publishers that submit a *Company Information Form* and SOITB by the deadline will be allowed to participate in the adoption.

Next Steps

- Review questions and answers #48, #57, #58, #60, #62, #70 in the Proclamation 2022 *Questions and Answers*.
- Watch and listen to recorded webinars on the Publisher Portal.
- Submit a *Company Information Form* in EMAT by 5:00 p.m. CT on Monday, December 7, 2020.
- Submit a SOITB for each program in EMAT by 5:00 p.m. CT on Monday, December 7, 2020.
- Add all *Proclamation 2022* deadlines to your calendar.

Complete Description

Purpose: A *Complete Description* provides information about each component a publisher intends to use for TEKS coverage.

You must submit a separate *Complete Description* for each program and media format (19 TAC §66.28(d)(6)). Do not submit a separate *Complete Description* for different pricing options or subscription lengths. You will have the opportunity to provide that information in your official bids.

Your *Complete Description* must include a comprehensive list of components that will be used for TEKS coverage and must include unique program and component ISBNs, preliminary prices, estimated TEKS coverage percentage, and other relevant information as indicated in the instructions. It should specify for whose use each component is intended (student, teacher, or teacher system), media format of each component (print, online, etc.), the system requirements for each component (if different from the overall program), and whether each component is consumable.

At a minimum, the system requirements should include the

- specific type of device required, such as a PC, windows tablet, iPad, Chromebook, etc.;
- oldest operating system or version supported; and
- newest operating system or version supported.

You will have one more opportunity to update your system requirements in your official bids.

Do not include ancillaries or any other components that will not be provided to the SRP to demonstrate TEKS coverage. Only include information about the components that will be used for TEKS coverage at the SRP meeting. The information you provide will be used by TEA staff to plan for the SRP meetings and will be posted to the *Proclamation 2022* webpage for ESCs and districts.

You will submit the *Complete Description* directly into EMAT Publisher Bidding. If you have an EMAT username and password, use it to submit your complete descriptions from your vendor start page. If you do not have an EMAT username and password, use the open link on the Publisher Portal to access EMAT Publisher Bidding.

Next Steps

- Review questions and answers #33, #41, #48, #53, #57, #58, #60, and #73 in the Proclamation 2022 *Questions and Answers*.
- Watch and listen to recorded webinars and the *Complete Description Training* video on the Publisher Portal.
- Submit a *Complete Description* in EMAT by 5:00 p.m. CT on Monday, January 11, 2021.

Correlation Document

Purpose: Correlations provide information regarding the specific locations in instructional materials where publishers believe the TEKS are covered.

General Information

- You must supply correlations using the method determined by TEA. No other format will be accepted.
- The SRP uses the correlations you supply as their primary reference as they review the instructional materials. It is crucial that you supply carefully chosen, detailed, and accurate correlations. Poorly chosen correlations can result in a program being determined ineligible for adoption.
- You are required to provide correlations for every program. If you submit the same program in different media formats, you can submit one set of correlations for both formats; however, you must provide citations for each format. If you submit a product in different courses, you must submit correlations for each course.
- You should submit preliminary correlations for one program before final versions are due. This provides TEA an opportunity to provide you with feedback regarding the completion of your correlations. You should complete at least 5 percent of the correlations for review.
- You are required to embed the *Correlations to the TEKS* in any electronic components in your pre-adoption sample program. This means that you must have links to your correlations within your program that will take the user directly to the specific location of the content cited on the correlation document in your electronic program.
- For content cited in electronic components, you must provide links in your correlations that will direct users to the exact locations of the content you believe sufficiently addresses each student expectation (SE).
- You must provide details in your correlations for content cited in print components that will guide reviewers to the exact location where you believe each SE is covered (e.g., page number, top of the page, second paragraph).
- The best, most closely aligned content should be provided in the correlations.
- To be eligible for adoption by the SBOE, health instructional materials must cover at least 50 percent of the TEKS for the grade level or course at least twice (narrative and activity citations) in both the material intended for student use and the material intended for teacher use. Physical education (PE) instructional materials must cover at least 50 percent of the TEKS for the grade level or course at least twice (narrative and activity citations) in the material intended for teacher use. (Note: Districts have to certify that they are teaching 100 percent of the TEKS for each grade level or course.)
- A citation can only be accepted if the citation provides an opportunity for the teacher to teach or the student to learn the skill (narrative), or if it provides an opportunity for the student to demonstrate the knowledge or practice the skill (activity).
- Anything that is covered in the student materials will count toward the student and teacher TEKS percentages since the teacher uses both student and teacher materials to plan and deliver instruction.

- Content in a caption or sidebar cannot be used to satisfy the requirements for coverage of the TEKS.
- Content in a table of contents, appendices (including glossaries) or front- or end-matter cannot be used to satisfy the requirement of the TEKS coverage.
- Your TEKS coverage percentage will be automatically calculated based on the number of required SEs and the number of SEs for which you provided the required type of citations. You will have an opportunity to accept or override that percentage. This information will be used during the SRP meetings. It is crucial that you carefully consider the TEKS coverage percentage and specific citations you provide. Only those programs that are determined the meet at least 75 percent of the TEKS coverage percentage you indicate will be eligible for new content or new citations at the review (19 TAC §66.41).
- Your percentage will be calculated by identifying the number of required SEs and the number of SEs for which you have provided the required citations (one narrative and one activity for each breakout associated with the SEs). The number of SEs with the required citations will be divided by the total number of SEs, resulting in your program's TEKS percentage.

Next Steps

- Watch and listen to the correlations training video on the Publisher Portal.
- Review questions and answers #8, #12–17, #34, #41, and #59 in the Proclamation 2022 *Questions and Answers*.
- Review the TEKS Guide webpage for information on implementation of specific student expectations.
- Look for instructions regarding access to the correlations in your email from TEA staff.
- Complete one preliminary correlation with at least 5 percent of the correlations completed by 5:00 p.m. CT on Monday, March 22, 2021, and incorporate feedback into final correlations.
- Submit final correlations by 5:00 p.m. CT on Monday, May 24, 2021.
- Email completed electronic final correlations to each of the twenty ESCs by 5:00 p.m. CT on Monday, May 24, 2021. A list of the ESCs and contact information is available on the Publisher Portal. If TEA discovers additional edits are needed to your final correlations, it is your responsibility to make the corrections in a timely manner and ensure that each ESC receives an updated version.

Pre-Adoption Sample Instructional Materials

Purpose: Pre-adoption samples provide the opportunity for the public, SBOE members, educators, and other interested parties to preview your materials. They may review materials for errors, quality, ease of use, applicability to the classroom, etc.

You must submit one complete, electronic, pre-adoption sample of all instructional materials to TEA and each of the twenty ESCs.

Upon request, you must submit one complete, electronic, pre-adoption sample of instructional materials to SBOE members.

Sample materials provided to TEA, ESCs, the SRP, and at the request of SBOE members must be complete versions and include all content in the final program, not just the content identified in the complete description and/or correlations.

Samples must also be provided to school districts upon request. Samples provided to districts can be electronic or print, but it must be a complete version. You can read further information in the *District Samples* section below.

Please review the specific features required for pre-adoption samples below.

- Is accessible to individuals with disabilities (PDFs only)
- Is complete and fully functional
- Contains a draft watermark (suggested)
- Has embedded correlations (electronic products only)
- Allows multiple simultaneous users
- Is a static (unchanged) version
- Includes a word search (electronic products only)
- Does not include advertisements or promotional information
- Does not require users to provide personal information, including name, address, phone number, district or school name, and email address

The original pre-adoption samples must remain available and unchanged until final post-adoption samples are submitted in March 2022. Any changes you wish to propose must be carefully documented on a form provided by TEA and may not be made to the pre-adoption sample. If you wish to provide an additional sample for public review that reflects changes, you may do so.

Reminder: You may not make any changes to your pre-adoption sample. We strongly recommend that you conduct a thorough editorial review of your materials and make corrections prior to submitting your pre-adoption samples.

TEA Samples

Samples provided to TEA must be in electronic format. This doesn't mean the final program has to be electronic. You must supply TEA with all information, including locator information and password, required to access the pre-adoption samples. You can provide a CD/DVD, PDF, or online access information. If your sample is a PDF, the PDF must be accessible. Accessibility can be tested within the

Adobe Acrobat program. You can find instructions for performing the accessibility check on the Adobe website.

To facilitate the public review, TEA will make samples available to view online. The original version of the pre-adoption sample must remain unchanged throughout the entire process. You may add a sample watermark, if you wish.

ESC Samples

Samples provided to each of the twenty ESCs must be in electronic format. This doesn't mean the final program has to be electronic. You must supply each of the twenty ESCs with all information, including the locator information and password, required to access the pre-adoption sample. You can provide a CD/DVD, PDF, or online access information. If your sample is a PDF, the PDF must be accessible. Accessibility can be tested within the Adobe Acrobat program. You can find instructions for performing the accessibility check on the Adobe website. You may add a sample watermark, if you wish.

You can find contact information for each of the twenty ESCs on the Publisher Portal. You will be notified if an ESC does not receive your material.

State Review Panel Samples

If the review meeting is held virtually, you must supply an electronic sample. If the review meeting is held in person, you have the option to supply print or electronic samples. You may add a sample watermark to print samples, if you wish.

TEA will notify you of the review meeting logistics. If the review meeting is held in person, we will provide shipping instructions if you wish to mail print samples to the location of the SRP meeting no earlier than one week before the meeting. TEA is not responsible for any samples mailed to the location of the SRP meeting and does not guarantee the return of print samples.

You can find more information about SRP samples on pages 19–21.

SBOE Samples

You must provide samples to any SBOE member who requests them. TEA will contact you directly and provide shipping instructions if an SBOE member requests a sample.

District Samples

Districts may contact you directly to request a sample of your material. Samples must be provided at no cost. You can provide an electronic sample or a print sample copy at the request of a district (TAC §66.28(d)(7)). If you need the print samples returned, you are required to notify the district in advance and provide a shipping label and date samples should be returned. You must clearly mark print samples *Sample Copy—Not for Classroom Use*.

Next Steps

- Review questions and answers #4, #59–#85 in the Proclamation 2022 *Questions and Answers*.
- Review page 15 of the Deliverables and Requirements for Publishers section of *Proclamation 2022*.
- Email login credentials and a link to your pre-adoption sample to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, May 24, 2021.

- Email login credentials and a link to your pre-adoption sample to each of the twenty ESCs by 5:00 p.m. CT on Monday, May 24, 2021. Contact information for each of the twenty ESCs can be found on the Publisher Portal.
- Send complete samples to SBOE, if requested.
- Send samples to districts, if requested.

Affidavit of Authorship or Contribution

Purpose: *Affidavit of Authorship or Contribution* identifies the specific contributions of each individual listed as an author or contributor in the materials submitted for adoption. It also ensures compliance with 19 TAC §66.28(h)(1), which prohibits publishers from submitting materials for review that have been authored or contributed to by a current employee of TEA.

You are required to submit a signed *Affidavit of Authorship or Contribution* for each program. The electronically signed form certifies that each individual whose name is listed as an author or contributor of content contributed to the development of the materials. In the affidavit, you must also state in general terms each individual's involvement.

You must submit an affidavit even if you have removed author's names from your program.

Next Steps

- Review page 16 of the Deliverables and Requirements for Publishers section of *Proclamation 2022*.
- Find the *Affidavit of Authorship or Contribution* form on the *Required Proclamation Forms* list on the Publisher Portal.
- Email an electronically signed copy of the *Affidavit of Authorship or Contribution* to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, May 24, 2021.

Errors and Corrections

Purpose: By meeting these requirements, publishers ensure all students receive materials that are accurate and do not contain any errors that would impede student learning.

Certification of Editorial Review

You are obligated, as a condition of adoption by the SBOE, to ensure that instructional materials are free from factual errors.

You must submit the *Certification of Editorial Review* by Monday, April 5, 2021, affirming that instructional materials have been edited for accuracy, content, and compliance with requirements of the proclamation (19 TAC §66.28(m)). You must submit one form for each program.

Next Steps

- Find the *Certification of Editorial Review* form on the *Required Proclamation Forms* list on the Publisher Portal.
- Email an electronically signed copy of the *Certification of Editorial Review* to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, May 24, 2021.

List of Corrections and Editorial Changes

The list of publisher corrections will be combined with the list of errors identified by the SRP to create the report of required corrections provided to the SBOE at the September 2021 meeting. A list of editorial changes, including those identified by the publisher, made in response to SRP feedback and public comment, will also be provided to the SBOE at the September 2021 meeting.

If you submitted a product for different courses, you can submit one *List of Corrections and Editorial Changes*.

Pre-SRP

The *List of Corrections and Editorial Changes* will be provided to you by TEA. You must use this to record any changes that you make or intend to make to the content between the time you submit the pre-adoption sample and the time the materials are adopted, including error corrections and editorial changes. If you believe that no corrections or editorial changes are necessary, you must notify us that no corrections or editorial changes are necessary.

You must submit the list by Monday, August 23, 2021 (19 TAC §66.28(l)).

Post-SRP

After the review, TEA will provide you with a separate list of comments and errors submitted by the review panel(s). You are required to respond to errors identified by the SRP by providing acceptable corrections or justifications for not doing so. You are not required to respond to the comments, but if you do, those responses will be posted to the TEA website and provided to the SBOE.

You must use this form to record any new content reviewed and approved by the SRP. If you did not have any comments or errors or new content reviewed and approved by the SRP, no action is required.

Reminder: Your original pre-adoption sample must remain unchanged.

TEA will send any alleged factual errors and comments submitted by the public to you. You are not required to respond to public comments; however, you are required to respond to any alleged factual errors.

If you wish to make content changes based on public comment and/or alleged factual errors from the public, you must submit a separate *List of Corrections and Editorial Changes* documenting your changes.

You must submit the list by Monday, August 23, 2021 (19 TAC §66.28(l)).

During and Before the SBOE Meeting

If you wish to make content changes based on public testimony received during the SBOE meeting, you must submit a separate *List of Corrections and Editorial Changes* documenting your changes.

Both the pre- and post-SRP list of corrections and editorial changes will be combined to create the *Report of Required Corrections and Approved New Content.* All changes will be posted to the agency website (19 TAC §66.43(b)).

Again, your original pre-adoption sample must remain unchanged.

The public has until the Monday, November 1, 2021, to submit alleged factual errors and comments (19 TAC §66.42(a)). TEA will send you any alleged factual errors and comments for your response along with another *List of Corrections and Editorial Changes*. You are not required to respond to public comments; however, you are required to respond to alleged factual errors.

You must submit the list by the Tuesday, November 9, 2021. TEA will post the content changes made in response to public comment on Thursday, November 11, 2021.

Next Steps

- Look for information on the *List of Corrections and Editorial Changes* from TEA staff.
- Submit the *List of Corrections and Editorial Changes* with your identified errors and changes for each program by 5:00 p.m. CT on Monday, August 23, 2021.
- Look for information on the *List of Corrections and Editorial Changes* containing SRP errors and feedback from TEA staff.
- Submit the *List of Corrections and Editorial Changes* with your responses to SRP-identified errors and feedback by 5:00 p.m. CT on Monday, August 23, 2021.
- Submit the *List of Corrections and Editorial Changes* containing additional error corrections you've identified, any content changes made in response to public comment, any content changes made in response to public-identified alleged errors, and/or public testimony for each program by 5:00 p.m. CT on Tuesday, November 9, 2021.

Certification of Intent to Correct

You must affirm that you intend to make all required corrections of factual errors and add approved new content to the final adopted material. You must submit one form for each program.

Next Steps

- Find the *Certification of Intent to Correct* form on the *Required Proclamation Forms* list on the Publisher Portal.
- Email an electronically signed copy of the *Certification of Intent to Correct* to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, October 18, 2021.

Affidavit of Corrections and New Content

You must verify that all corrections of factual errors have been made and confirm that all approved new content has been added to the final adopted instructional materials prior to sending to schools (19 TAC §66.28(h)(1)). This is a condition of adoption by the SBOE. You must submit one form for each program adopted by the SBOE and listed on the *Report of Required Corrections and Approved New Content*.

Next Steps

- Review the *Report of Required Corrections and Approved New Content* on the Publisher Portal.
- Find the *Affidavit of Corrections and New Content* form on the *Required Proclamation Forms* list on the Publisher Portal.
- Email an electronically signed copy of the *Affidavit of Corrections and New Content* to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, March 28, 2022.

Confirmation of Corrections

To confirm that all factual errors are corrected, TEA will conduct a review of all newly adopted programs in the summer of 2022. You will be given an opportunity to review the results of the confirmation of corrections. TEA will report any uncorrected errors and any newly discovered errors to the SBOE for action. The SBOE may assess a penalty for each uncorrected factual error.

Report on Interoperability and Ease of Use

Purpose: The *Report on Interoperability and Ease of Use* gathers information from publishers regarding an electronic program's ability to work with different systems and can be used by districts to determine compatibility with existing district technology.

You must submit a *Report on Interoperability and Ease of Use* for each electronic program submitted for adoption. The electronically signed report provides information about your program's interoperability and ease of use to the SBOE and districts. The information will be posted to the agency website.

Next Steps

- Review page 21 of the *Deliverables and Requirements for Publishers* section of *Proclamation 2022*.
- Review questions and answers #9–#10 in the Proclamation 2022 *Questions and Answers*.
- Find the *Report on Interoperability and Ease of Use* form on the *Required Proclamation Forms* list on the Publisher Portal.
- Email an electronically signed copy of the *Report on Interoperability and Ease of Use* to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, May 24, 2021.

State Review Panel Meetings

Purpose: Appointed SRP members review materials under consideration for adoption for coverage of the standards

Expectations

TEA strongly encourages you and members of your editorial staff to attend the SRP meetings. You may be asked to respond to questions about your programs. The representative(s) should be available to attend meetings with TEA staff and provide technical and content support for programs. You should send names and contact information of those attending the in-person or virtual SRP meetings to TEA staff at least two weeks prior to the meeting.

TEA encourages you to attend the orientation session for SRP members which is typically held on the first day. This is an opportunity to observe the training and information provided to reviewers. You will be asked to leave the meeting room before reviewers begin the review of materials. TEA staff will host a meeting specifically for publishers to provide you with additional information and answer any questions you may have.

You are not allowed in the TEA office or the SRP meeting room at in-person meetings without permission and must be accompanied by TEA staff. You are allowed to attend daily announcements in the SRP meeting room. TEA staff will let you know when announcements will begin each day. You will be asked to leave the room promptly following announcements. Please do not linger in or around the meeting room.

You are not allowed to partake in any food or beverage items specifically provided for the SRP members at in-person meetings.

You are responsible for all expenses incurred by your participation in the review and adoption process.

The SRP meeting is typically held in person at a hotel in Austin, Texas; however, TEA staff will notify you if the meeting is moved to a virtual setting. If you wish to stay at the in-person meeting location, you must contact the hotel directly to make reservations.

You must register with TEA staff and display your name badge at all times whenever you are in the hotel during the in-person review meeting. There will be a registration table outside the meeting room.

To help the review meeting go smoothly, you should communicate regularly with your liaison and respond promptly to all questions.

TEA staff will keep you updated on SRP logistics as they become available.

Sampling Requirements

Samples provided to SRPs must include all content intended to be in the final program, not just the content used to cover TEKS. Electronic instructional materials, including online programs, must be fully functional for review purposes.

Samples cannot include advertisements or promotional information. No letters, brochures, or giveaways (e.g., pens, bags, etc.), business cards, table displays, or other materials are permitted at the SRP

meetings. TEA does not guarantee the return of sample instructional materials or packaging. For print programs, you must provide at least five copies of your materials and correlations. If you make changes to your final correlations between Monday, April 5, 2021 and the SRP meeting, you are required to notify TEA as soon as possible.

For electronic programs, you should provide instructions for the use of your program, but the instructions cannot include marketing or advertising information, contact information, or any other non-necessary information.

You are responsible for providing any equipment necessary to review your material. You should provide the hardware necessary (including computers and headphones) for panel members to properly review each submission. You must label all equipment. You are permitted to pre-load your programs on computers you provide to the panels; however, panelists will be given the option of using their own computers instead of yours.

If your material contains audio, you should bring enough headphones to ensure concurrent access for five users. Speakers are not allowed.

TEA staff will contact you to set up equipment prior to the start of the review meeting.

If the meeting is held virtually, samples must be provided electronically, regardless of their final format.

You can find further information regarding sample materials for the SRP on page 22 of *Proclamation 2022*.

Review Process

The materials submitted for adoption undergo a full and complete investigation by one panel to identify the extent to which they cover the TEKS. Panels will also identify factual errors and may provide feedback about the materials. Each panel will review more than one program, but the panels will not compare the programs or identify one program's coverage of the TEKS based on another program's coverage of the TEKS.

You will not be able to give a presentation or demonstrate your material to panel members. If the panel has questions, TEA staff will share them with you and relay your answers to the panel. TEA staff can conduct a meeting between you and the panel to facilitate communication only at the request of the panel.

Reports and New Content/Citations or Second Review

You will receive a summary report from TEA staff following the initial review of your material. The report will contain information from the SRP about the TEKS coverage percentage.

If you meet the requirements described in 19 TAC §66.41, you will be given an opportunity to submit new content or new citations in order to address the TEKS the panel determined were not covered. To be eligible to provide new content or new citations, your material must be identified as meeting at least 75 percent of the TEKS coverage percentage that you indicated on your correlations.

You can request a second review if you are not eligible to submit new content or new citations.

If you are eligible to provide new content or new citations, you will be provided with instructions for doing so. You must return the completed template and sample of new content, if applicable, that is labeled with the breakout number and citation type (e.g., (1)(A)(ii), activity). You can provide the new content physically in print or electronic via email. If the meeting is held virtually, the new content must be provided via email.

If you request a second review, TEA will assign the program to a new review panel who will be asked to review all the citations that were rejected by the previous panel.

Once you receive notice that you are eligible to provide new content or new citations or to request a second review, you must respond within 24 hours and provide new content or new citations within 72 hours of receiving notice. It is in your best interest to provide the new content or new citations as quickly as possible. Failure to respond within 24 hours or provide your new content or new citations within 48 hours will result in the review being complete for your program.

TEA staff will notify you of the start date and end date of the review and will update you on the progress of your program throughout.

No-Contact Period

You cannot contact, directly or indirectly, any person who has been appointed to serve on the SRP or who is being considered for appointment to the SRP. The no-contact period begins with TEA's initial communication to prospective panel members regarding a possible appointment and ends when the list of instructional materials eligible for adoption is posted on TEA's official website, scheduled for October 2021.

You cannot solicit input on new or revised content from a member of the SRP for a program the panelist reviewed while the program is being considered or even after the program has been adopted or rejected (19 TAC §66.28(j)).

Post-State Review Meetings

Upon conclusion of the SRP review meeting, any new content presented during the review and accepted by the panel must be provided to TEA and each of the 20 ESCs to be made available to the public along with the original pre-adoption sample. The content must be submitted in an accessible PDF. You can add all new content reviewed and approved by the SRP to your sample website. You may not add the new content to the original pre-adoption sample. Your original pre-adoption sample must remain static and unchanged. You must also add the new content to the *List of Corrections and Editorial Changes*. The purpose of this requirement is to ensure the transparency of the review and adoption process by allowing members of the public to review changes made in response to SRP feedback.

Reminder: You cannot submit non-accessible PDF copies of new content to TEA.

Next Steps

- Review questions and answers #8, #14, #16, #18, #20, #32, #36, #45, #63, #66, #74, #75, #80, #84, #85, and #94 in the Proclamation 2022 *Questions and Answers*.
- Review additional instructions and meeting details sent via email from TEA staff.
- Send names and contact information for those attending the review meeting to TEA staff at least two weeks prior to the first day of the meeting.

- Notify TEA if you've made changes to your final correlations after Monday, April 5, 2021.
- Email copies of all new content provided to and approved by the SRP to review.adoption@tea.texas.gov or notify TEA that a link to the new content has been added to your sample website by 5:00 p.m. CT on Monday, August 23, 2021.
- Submit copies of all new content provided to and approved by the SRP to each of the twenty ESCs or notify each ESC that a link to the new content has been added to your sample website by 5:00 p.m. CT on Monday, August 23, 2021. Contact information for each of the twenty ESCs can be found on the Publisher Portal.

Application for Texas Identification Number and EMAT Access

To process payments for instructional materials, the State of Texas must have specific information, such as tax identification numbers and routing numbers for financial institutions. This information is required to conduct business with the state and to establish the requisite entries in EMAT and the Centralized Accounting and Payroll/Personnel System (CAPPS).

If you are new to the Texas review and adoption process and do not currently conduct business in Texas, you are required to apply for a Texas Identification Number (TIN) to gain access to EMAT and submit your initial and supplemental bids. You should receive your identification number within five business days of the submission of your form.

If you already have EMAT access, you do not need to apply for a TIN unless any of the information you previously submitted has changed.

Once submitted, you will receive a response from TEA's Accounting Division containing your TIN within five to seven business days. You will then use this number to apply for TEAL/EMAT access.

To apply for TEAL access:

1. Go to TEA's homepage, www.tea.texas.gov.
2. Click on *TEAL Login* in the Popular Applications toolbar. The toolbar is located at the top of the homepage.
3. Select *Request New User Account*.
4. Complete the online form and click *Submit*. Note: Select *Other* in the *Organization Type* field.
5. Follow the prompts to create a password.
6. Follow the prompts to select and set up your security questions. They are used to verify your identity if you need to reset your password in the future.

To apply for EMAT access:

1. Log on to TEAL at https://pryor.tea.state.tx.us/ with your username and password.
2. Read the assurance statement and click *I Agree*.
3. Click *My Application Accounts* on the Self-Service Menu.
4. Click *Request New Account*.
5. Select *EMAT* in the pop-up window.
6. Click *Add Access*.
7. Type *EMAT* in the *Organization* field and select *EMAT Vendors/Publishers (940085)* from the list.
8. Select *Publisher* or *Depository* in the *Roles & Parameters* section. Selecting a different role will result in request being denied.
9. Enter your vendor ID number (10-digit number from the TIN application). Entering an incorrect vendor ID will result in request being denied.
10. Click *Done*.

11. Click *Save Changes*. Note: If the request was submitted successfully, a success message appears at the top of the tab.

You will receive an email within five business days from the Distribution and Accessibility Director with confirmation that the request has been approved or denied. Denied request emails will include instructions for resubmitting the request.

Next Steps

- Find the *Application for Texas Identification Number* form on the *Required Proclamation Forms* list on the Publisher Portal.
- Send your *All-in-one* form to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, August 23, 2021, if you currently do not have a *Taxpayer Identification Number* established with the State of Texas.
- Wait to hear back from TEA regarding your new vendor ID.
- Apply for EMAT access, if you currently do not have access with new vendor ID.

Show-Cause Hearing

Purpose: The show-cause hearing is a formal opportunity for a publisher to present evidence that citations rejected by the SRP adequately address the required standards. The show-cause hearing is not a forum to address complaints alleging procedural irregularities or violations of statutes or rules or to provide new content or citations.

Following the SRP meetings, the commissioner of education will issue a preliminary report based on the reports of the SRP which lists the TEKS coverage for each program. If you are not satisfied with the preliminary report, you may request a show-cause hearing, if eligible. You will be notified of your eligibility at least two weeks prior to the deadline.

To be eligible to request a show-cause hearing, a program must have met the eligibility requirements to submit new content during the review and, upon completion of the final review, be identified as meeting one of the following:

- At least 95 percent of the TEKS coverage percentage indicated on the correlation document for that program
- Less than 50 percent of the TEKS for which the program is intended

Show-cause hearings are either held at the TEA office in Austin, Texas or virtually. The hearings are presided over by TEA staff from the Instructional Materials and Implementation division and Legal Division. TEA staff will provide you with additional information and update you on the proceedings.

Reminder: Show-cause hearings are an opportunity for publishers to provide evidence that the state review panel's findings were not valid. It is not an opportunity to provide new content or new citations to demonstrate TEKS coverage.

Next Steps

- Review the qualifications to be eligible and requirements for a show-cause hearing in 19 TAC §§66.41(b) and 66.63.
- Request a show-cause hearing by 5:00 p.m. CT on Monday, August 16, 2021, if eligible.
- Watch for information on scheduled hearing from TEA staff, once requested.

Participation in the SBOE Public Hearing and Responses to Comments

Purpose: The public review of materials under consideration allows for the public to provide comments and report alleged factual errors. The public hearing is an opportunity for the public to provide public testimony regarding materials under consideration for adoption by the SBOE.

Comments and errors from the public are received using the *Public Comment Submission Form* and the *Public-Reported Factual Errors Submission Form*.

The SBOE will also hold at least one public hearing at which members of the public may provide oral testimony regarding instructional materials submitted for consideration. You may provide oral responses to public testimony at this hearing, or you may respond to the testimony in writing.

Additionally, you can make content changes in response to public comments. These changes must be documented on a clean version of the *List of Corrections and Editorial Changes* form.

You must contact TEA if you wish to make changes to content that was reviewed and approved by the SRP prior to the SBOE's final action. TEA will provide you with next steps and inform you if the change is allowable.

Prior to the public hearing, TEA will post written comments and lists of alleged factual errors to the TEA website.

Following the public hearing, TEA will post written publisher responses and proposed content changes provided in response to public comment to the TEA website.

The public has until Monday, November 1, 2021, to submit alleged factual errors and comments about materials under consideration for adoption. We will forward any alleged errors and comments to you.

Next Steps

- Watch the webcast of the public hearing on the SBOE website.
- Locate the *List of Corrections and Editorial Changes*.
- Submit the *List of Corrections and Editorial Changes* of any content changes made in response to public comment, public-identified alleged factual errors, and/or public testimony by 5:00 p.m. CT on Tuesday, November 9, 2021.

Order Processing Information and Official Bids

Purpose: Official bids detail the overall program price, as well as individual component prices, of adopted instructional materials. Pricing will be in place for eight years with the option to extend for an additional four years. Publishers must also inform TEA of how they plan to process their orders.

You will need publisher bidding access in EMAT to submit your *Order Processing Information Form* and official bids. If you are new publisher, please review the Application for Texas Identification Number and EMAT Access section.

Before you can submit any official bids, you must submit an *Order Processing Information* form providing information on how you plan to process your orders. You may choose to use a depository or fulfill your own orders.

If you wish to use our depository, contact Archway SCM LLC Depository at (214) 452-6303 or info@archway.com. TEA's Archway contact is Abby Karpinski, abriel_karpinski@archway.com.

If you choose not to use a depository, you must use EMAT. The new sales contact indicated on your *Company Information Form* will receive notifications of orders. You may also use an electronic data interchange (EDI) compliant system to receive and fill orders.

You are required to inform us of any changes in your plans.

The freight, shipping, and expenses associated with delivering the adopted instructional materials to the districts and charter schools will be paid by the state, subject to the requirements of the instructional materials contract.

Once you have provided your order processing information, you will be able to submit your official bids. By submitting an *Official Bid*, you are making an offer to provide a specific instructional materials package to districts and charters in Texas at a specific price. The *Official Bid* will become *Exhibit A* of the *Texas Education Agency Standard Contract*.

All approved official bids will be made available on the *Proclamation 2022* webpage. We encourage you to submit as many bids as possible by the initial deadline.

The *Official Bid* must list each component that will be offered and give the official price of the instructional materials package and of each individual component. Each package option must have a separate bid. Each instructional material offered as part of a bundle must also be available for purchase individually (TAC §66.27(g)).

The *Official Bid* should also specify for whose use each component is intended (student, teacher, or teacher system), media format of each component (print, online, etc.), the system requirements for each component (if different from the overall program), and whether each component is consumable.

The system requirements should include the

- specific type of device required, such as a PC, windows tablet, iPad, Chromebook, etc.;
- oldest operating system or version supported; and

- newest operating system or version supported.

The system requirements must be final. If you wish to update your system requirements, please notify TEA.

Each bid must have a unique program ISBN and each component and subcomponent must have unique ISBNs. This can present a challenge if you offer the same package and/or component for varying subscription lengths (e.g., one year, four years, eight years, etc.). If you do not use EDI to process your orders, you may choose to add a three-digit extension to the end of the 13-digit ISBN (for example, 9780001234567-001 for a one-year subscription or 9780001234567-004 for a four-year subscription). You may also add an extension to distinguish the program ISBN from a component ISBN (for example, 9780001234567-SE for a student edition or 9780001234567-TE for a teacher edition). If you are using EDI, you may not add extensions and must have unique ISBNs for every program and component.

The program and component titles must include enough information to allow districts to distinguish one title from another. To create more consistency, we have established the naming conventions below.

Program Type	**Format**	**Example**
Includes one or more digital components and media format in the title	Program Title (# of Years)	Texas Health I Digital Courseware (1 Yr)
Includes one or more digital components and non-consumable print components	Program Title (# of Years and Format)	Texas Health I (4 Yr Digital with Print)
Includes print consumables and one or more digital components	Program Title (# of Years Digital/# of Years Consumable)	Texas Health I (4 Yr Digital/4 Yr Print Consumable)
A teacher system	Program Title (# of Students Served)	Texas Health I Class Set (30 Students)

It is strongly recommended that you provide one bid for each package (e.g., base, premium, silver, gold, etc.) that serves at least 22 students and one teacher for submitted health courses. If your physical education material includes student materials, it is recommended that you provide a bid for each package that serves 45 students and one teacher.

After the first year of adoption, eight-year bids will no longer be valid. If your ordering system allows you to reduce the price and number of subscription years associated with an ISBN, you should use the expiration of the subscription in the title rather than the length of the subscription in years for eight-year bids. All other subscription lengths should include the number of years. For example, a one-year subscription might be titled *Texas Health I, Texas Edition (1-year subscription)*. An eight-year subscription might be titled *Texas Health I, Texas Edition (Through SY 2028–29)*. If you cannot change the number of subscription years and price associated with an ISBN, you can provide a post-contractual bid prior to the second year of adoption for a seven-year subscription.

The *Official Bid* must be submitted in EMAT. Failure to submit any bids by the initial deadline of Monday, September 20, 2021, will serve as your notice to withdraw from the adoption process. You must submit

at least one *Official Bid* for each program by the initial deadline to be eligible to submit any additional bids (19 TAC §66.28(f)).

If you meet the initial bid deadline, you will be able to add bids in EMAT until Monday, December 6, 2021. The option to submit additional bids allows you to respond to the needs of districts. Additional bids can be new package options or lower prices on existing packages or components. Prices on additional bids may not be higher than prices included on initial bids (19 TAC §66.28(f)).

EMAT will close after the initial bid deadline for at least two weeks while TEA staff reviews your submissions. Your liaison will provide you with necessary corrections and suggestions for improvement, and then EMAT will reopen to allow you to continue submitting bids.

Next Steps

- Review questions and answers #41–#58 in the Proclamation 2022 *Questions and Answers*.
- Verify your EMAT username and password.
- Watch and listen to recorded webinars and the *Order Processing Information Form and Official Bid Training* video on the Publisher Portal.
- Watch for an email from TEA announcing EMAT is open for bids at least one month prior to the deadline.
- Submit your order processing information via the EMAT system by 5:00 p.m. CT on Monday, September 20, 2021. You should only submit one form.
- Submit your initial bids via the EMAT system by 5:00 p.m. CT on Monday, September 20, 2021.
- Review TEA feedback on initial bids and make necessary corrections and edits as soon as possible, if required.
- Submit any additional bids via the EMAT system by 5:00 p.m. CT on Monday, December 6, 2021, if you wish.

Disclosure of Campaign Contributions and Gifts

Purpose: The *Disclosure of Campaign Contributions and Gift*s brings publishers into compliance with SBOE Operating Rule 4.3, which requires publishers to report gifts made to current or potential SBOE members.

According to the SBOE Operating Rule 4.3, you must disclose any political contributions made in the preceding four years to a candidate for or current member of the Texas SBOE.

Next Steps

- Find the *Disclosure of Campaign Contributions and Gifts* form on the *Required Proclamation Forms* list on the Publisher Portal.
- Email an electronically signed copy of the *Disclosure of Campaign Contributions and Gifts* to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, October 18, 2021.

Register of Contact

Purpose: The *Register of Contact* brings publishers into compliance with 19 TAC §66.4, which requires publishers to disclose any contact they may have had with members of the SBOE throughout the review and adoption process.

You must complete a *Register of Contact* form to record all contacts with members of the SBOE between January 31, 2020, and December 6, 2021. You must disclose the time, date, location, and purpose for each communication with a member of the SBOE.

The form is required from any company employee who has communicated with a member of the SBOE for any reason. We encourage you to use the form to track your communications until the deadline.

You must submit this form even if you have not had contact with members of the SBOE. In that case, the form must indicate that no contacts were made and be signed by a company official. If contacts were made, each individual from your company must record his or her contacts on a separate form.

Next Steps

- Find the *Register of Contact* form on the *Required Proclamation Forms* list on the Publisher Portal.
- Email an electronically signed copy of each *Register of Contact* to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, December 6, 2021.

Direct Deposit Authorization

Following the November 2021 SBOE meeting, you can apply for direct deposit, which is a direct method of payment for adopted instructional material orders placed through EMAT. Direct deposit is highly recommended but not mandatory. If you decide not to set up direct deposit, you will be paid by a warrant (state check) via the U.S. Postal Service.

You are required to promptly notify TEA of any changes in the information provided to establish payments, including organizational name changes, mergers or divestitures, or a change in your financial institution. Please provide at least 45–60 days' notice before closing an account to which payments are made.

Next Steps

- Find the *Direct Deposit Authorization* form on the *Required Proclamation Forms* list on the Publisher Portal.
- Email an electronically signed copy of the *Direct Deposit Authorization* to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, December 6, 2021.
- Verify all information from TEA Accounting is set up correctly.

Requirements for the Production of Accessible Instructional Materials

Purpose: By meeting these requirements, publishers help to ensure that all students have equal access to adopted instructional materials.

Print Materials

If your materials are print, you must provide electronic files to facilitate the production of braille, large-print, and audio versions of your adopted materials. The electronic files must conform to the National Instructional Materials Accessibility Standard (NIMAS), the purpose of which is to help increase the availability and timely delivery of print instructional materials in accessible formats to students with visual impairments. The *NIMAS Technical Specification v1.1* can be found on the National Center on Accessible Education Materials (AEM Center) website.

If you do not have a National Instructional Materials Access Center (NIMAC) account, email nimac@aph.org to request one. The NIMAC will provide instructions on how to set up an account and submit files. You may be required to provide a sample NIMAS file to the NIMAC for review before NIMAC gives you an account. Specific information and resources, including a list of frequently asked questions, can be found on the NIMAC website. You need to select a conversion service provider to produce your NIMAS files if you cannot produce files in-house. Please allow at least two to three months for the production of your NIMAS files.

NIMAS files are required for all student print components on the *Official Bid*, not just those used for TEKS coverage, to facilitate the production of braille, large-print, and audio versions. You should also submit an accessible high-quality PDF which would be an exact replica of the print material. The PDF should not be a scanned version of the material. NIMAS files and the high-quality PDF must be submitted to the designated braille producer(s) on Monday, February 7, 2022. You should also include a screenshot from the NIMAC Validation Wizard showing that each file has passed validation.

In the event a school district needs teacher materials for a teacher with a visual impairment, you are required to produce and submit NIMAS files and three print copies and a high-quality PDF of adopted teacher materials to the designated braille producer(s) or one print copy and a high-quality PDF of adopted teacher materials to the designated large-print and audio producers.

If you do not meet the requirements for providing electronic files for the production of braille, large-print, and audio versions of print materials for any specific program, that program will be removed from EMAT and the adopted list. The program will be returned to the adopted list (and EMAT) when you provide the required files.

On Monday, March 28, 2022, you are required to submit three final complete copies of adopted print student materials, an accessible high-quality PDF, one copy of NIMAS files, and a list of side-by-side changes should any exist between Monday, February 7–Monday, March 28, 2022, to the designated producers. You should also include a screenshot from your copy of the NIMAC Validation Wizard showing that the file has successfully passed validation with “0 errors, 0 warnings” for both the XML file

and OPF file. TEA and the NIMAC will coordinate to ensure that a final corrected file is uploaded to the NIMAC.

TEA will provide you with the contact information of the designated braille, large-print, and audio producer(s).

If you did not make any corrections or edits to your materials after sending the original NIMAS files and high-quality PDF in February 2022, you must notify TEA and each designated large-print, audio, and braille producer before the March 2022 deadline that no changes have been made and submit your print samples.

If you have any questions regarding accessible materials, please submit an Instructional Materials Help Desk ticket.

Next Steps for Print Materials

- Email nimac@aph.org to request a NIMAC account, if you do not have one.
- Review information and resources, including a list of frequently asked questions on the NIMAC website.
- Review the samples information for braille, large-print, and audio producers in the Post-Adoption Sample Instructional Materials section.
- Review questions and answers #50–#51 and #94–102 in the Proclamation 2022 *Questions and Answers*.
- Watch for an email from TEA staff announcing the designated braille, large-print, and audio producer(s).
- Send one high-quality PDF, one copy of NIMAS files, and a screenshot from the NIMAC Validation Wizard showing that each file has passed validation to designated braille producer(s) by 5:00 p.m. CT on Monday, February 7, 2022.
- Send one high-quality PDF, and NIMAS files of blackline masters and any other materials included in the teacher component that are intended for student use to designated braille producer(s) by 5:00 p.m. CT on Monday, February 7, 2022.
- Send three final complete copies of adopted print student materials, one high-quality PDF, one copy of NIMAS files, a screenshot from the NIMAC Validation Wizard showing that each file has passed validation, and a side-by-side list of changes, if changes were made to materials after Monday, February 7, 2022, to designated braille producer(s) by 5:00 p.m. CT on Monday, March 28, 2022. If no changes were made, you should notify the braille producer(s).
- Send one copy of adopted print student materials, blackline materials, and any other materials included in the teacher component(s) that are intended for student use, one high-quality PDF, one copy of NIMAS files, and a screenshot from NIMAC Validation Wizard showing that the file passed validation to designated audio producer(s) by 5:00 p.m. CT on Monday, March 28, 2022.
- Send one copy of adopted print student materials, blackline materials, and any other materials included in the teacher component(s) that are intended for student use, one high-quality PDF, one copy of NIMAS files, and a screenshot from NIMAC Validation Wizard showing that the file passed validation to designated large-print producer(s) by 5:00 p.m. CT on Monday, March 28, 2022.

- Send final NIMAS files and a side-by-side list of changes made between Monday, February 7 and Monday, March 28 or notice that no changes were made to TEA by 5:00 p.m. CT on Monday, March 28, 2022.
- Send final NIMAS files to NIMAC by 5:00 p.m. CT on Monday, March 28, 2022.

Electronic Materials

You must provide an accessibility compliance report, produced by a reputable third-party, for each electronic student and teacher component. You are responsible for contracting with a third-party to complete the accessibility compliance report by the deadline established in the *Adoption Timeline*. You are strongly encouraged to develop your program or product with the required accessibility features in place rather than attempting to bring a fully developed program or product into compliance with accessibility standards. Third-party vendors typically take several weeks to produce an accessibility report. You are encouraged to begin searching for a third-party vendor to complete the report at least three months before the deadline. You should supply the selected vendor with the *Accessibility Compliance Report Cover Sheet*. The cover sheet outlines the specific requirements of your report and should accompany the final report submitted to TEA. You can find the cover sheet on the *Required Proclamation Forms* list on the Publisher Portal.

A list of website accessibility consultants can be found on the AEM Center website. You are not limited to these consultants.

The report must verify that the components follow Web Content Accessibility (WCAG) 2.1 AA standards and technical standards required by the Federal Rehabilitation Act, Section 508.

You can determine the total number of pages to be included in the audit.

When testing the accessibility of the materials, the third-party tester must do the following:

- Use automated web accessibility evaluation tools to analyze the selection of pages and note any problems indicated by the tools
- Manually check a percentage of the pages to determine that form labels and alternative text on images and graphs is appropriate
- Manually check all pages with dynamic content, forms, or other applications
- Determine whether all page content and controls can be accessed, operated, and reset when necessary, using only a keyboard
- Examine pages with graphical user interface (GUI) browsers (e.g., Internet Explorer or Microsoft Edge, Firefox, Chrome, and others) while listening to the page with screen-reader software
- Report all findings to TEA electronically
- 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 report must be based on an audit testing the accessibility of the materials and must include, at a minimum, the following:

- The *Accessibility Compliance Report Cover Sheet* that includes the third-party vendor's name, publisher name, proclamation year, program title, program ISBN, component title(s), and component ISBN(s)
- Third-party vendors contact information
- The date the report was started and completed
- The total number of pages tested, including the home page people use to enter the site, one randomly selected page with at least one table or form, one randomly selected page with a least one informative image, such as a diagram, map, or graph, one page from each component within the program, and one page with interactive content
- The list of issues identified (if any), how the publisher is working to correct them, and when they will be corrected
- Confirmation from the publisher that the third-party vendor conducted the activities outlined above

Failure to provide a report verifying that your program or product meets the required accessibility standards will result in that material's removal from the adopted list (and EMAT). Materials that are not fully accessible to students with disabilities, as indicated by the independent accessibility audit report, will be removed from the adopted list, and the contract may be presented to the SBOE for termination. If the contract has not yet been terminated, the material will be returned to the adopted list (and EMAT) when the publisher provides information verifying that the material meets the required accessibility standards, submit an updated cover sheet, and an *Accessibility Compliance Certification Final* form.

If you provide access to materials to individuals with disabilities through an alternative format, you must include a link to that material on the entrance page of the main program or product. All content within a program must be accessible, not just content used for TEKS coverage.

The accessibility compliance report, along with the *Accessibility Compliance Report Cover Sheet* is due Monday, March 28, 2022. If all of your content is hosted on the same site and users enter the site from the same home page using the same method, you can submit one report listing each adopted program; however, each component in each program available on the site must be tested.

If you have any questions regarding accessible materials, please submit an Instructional Materials Help Desk ticket.

Reminder: Every digital component must be tested to establish compliance with accessibility standards, not just those intended for students.

Next Steps for Electronic Materials

- Research and select a reputable company to complete your accessibility compliance report at least two to three months before the deadline.
- Review questions and answers #50–#51 and #94–102 in the Proclamation 2022 *Questions and Answers*.
- Find the *Accessibility Compliance Report Cover Sheet* form on the *Required Proclamation Forms* list on the Publisher Portal.
- Supply the selected vendor with the *Accessibility Compliance Report Cover Sheet* that outlines the specific requirements of the report and must accompany the final report submitted to TEA.

- Email the completed accessibility compliance report, along with the cover sheet, to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, March 28, 2022.
- Email TEA staff asking for a copy of the *Accessibility Compliance Certification Final* form, if there were outstanding issues that were corrected.
- Email a revised accessibility compliance report, along with an updated cover sheet, and an *Accessibility Compliance Certification Final* form to review.adoption@tea.texas.gov, if there were outstanding issues in the original report as soon as the component(s) are in compliance.

Additional Information

Failure to provide the deliverables due on Monday, March 28, 2022, will result in the material's removal from the adopted list and the EMAT system.

If you make unauthorized updates to or substitutions of adopted materials, you will be responsible for the cost of producing new braille, large-print, or audio materials.

You can read additional information regarding samples for braille, large-print, and audio producers in the Post-Adoption Sample Instructional Materials section.

Certification of Compliance with Manufacturing Standards

Purpose: The *Certification of Compliance with Manufacturing Standards* documents publishers' adherences to established manufacturing standards for print and electronic components.

You must ensure that all instructional materials adopted by the SBOE and included in the *Texas Education Agency Standard Contract* conform to or exceed in every particular in the latest edition of the *Manufacturing Standards and Specifications for Textbooks* (MSST), developed by the State Instructional Materials Review Association.

Print Materials

You must submit the *Certification of Compliance with Manufacturing Standards* form for each print student component used in your correlations.

Electronic Materials

You must submit the *Certification of Compliance with Manufacturing Standards* form for all electronic components intended for student and teacher use.

Additional Information

Understanding the standards found in the MSST before final copies of instructional materials are produced is important. Instructional materials that do not meet the standards will not be made available for ordering through EMAT.

For the most part, the manufacturing standards and specifications are established by different component types, not the intended grade level, and each student print component must conform to the specifications applicable to that component type.

The four main categories are hard-cover textbooks, non-consumable soft-cover texts, consumable soft-cover texts, and ancillary materials, workbooks, etc. Some specifications, like paper weight, are broken down further into grade bands.

The table below includes the required industry standards from the MSST for non-textbook products.

Medium	**Industry Standard**
Audio Compact Disc	ANSI Standard (Red Book)
CD-ROM	ANSI (Yellow Book)
DVD	DVD Forum Standard
DVD-ROM	DVD Forum Standard
Online	W3C Recommendations

The MSST is updated periodically. To get a copy of the MSST, please visit https://www.bmibook.com/msst. Interpretations of the standards and specifications of the MSST can be made by the MSST committee. You can contact them at info@bmibook.com or (386) 986-4552.

Failure to provide the form by Monday, March 28, 2022, may result in the program's removal from the adopted list and the EMAT system.

Next Steps

- Review questions and answers #94–#102 in the Proclamation 2022 *Questions and Answers*.
- Find the *Certification of Compliance with Manufacturing Standards* form on the *Required Proclamation Forms* list on the Publisher Portal.
- Contact the MSST Committee at info@bmibook.com or (386) 986-4552, if you have questions regarding standards and specifications.
- Email an electronically signed copy of the *Certification of Compliance with Manufacturing Standards* for each print component intended for student use and each electronic media component intended for student and teacher use that was submitted for adoption to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, March 28, 2022.

Post-Adoption Sample Instructional Materials

Purpose: TEA and the 20 ESCs are each required to maintain a copy of all adopted instructional materials and to make them available for public review

Post-adoption instructional materials must be final, complete versions of your materials, incorporating any updates, new content reviewed and approved by the SRP, revisions, and corrections made throughout the review and adoption process.

You must submit a post-adoption sample of your material to TEA, each of the ESCs, and the designated braille, large-print, and audio producers.

If requested, you must also submit a post-adoption sample of your material to school districts.

It is your responsibility to ensure access to your adopted material remains available throughout the contract period. If access to your material changes over the course of the contract, you are required to notify TEA. TEA will conduct regular audits of post-adoption samples.

TEA Samples

You must supply TEA with an electronic post-adoption sample. You should include all information required to access the post-adoption sample (e.g. locator information, password) or provide a CD or PDF.

You can mark your sample with *Sample Copy—Not for Classroom Use*.

ESC Samples

You must supply each of the twenty ESCs with an electronic post-adoption sample. You should include all information required to access the post-adoption sample (e.g. locator information, password) or provide a CD or PDF.

You can mark your sample with *Sample Copy—Not for Classroom Use*.

You can find contact information and shipping addresses for each of the twenty ESCs on the Publisher Portal. You will be notified if an ESC does not receive your material.

Samples for Designated Braille, Large-Print, and Audio Producers

You are required to submit three print post-adoption sample copies of your adopted student material to each of the designated producers on Monday, March 28, 2022. You are also required to submit blackline masters or any other materials included in the teacher materials that are intended for student use to the designated producers on Monday, March 28, 2022.

If your samples are not submitted to the producers by 5:00 p.m. CT on Monday, March 28, 2022, your program will be removed from the adopted list and the EMAT system.

In the event a school district needs teacher materials for a teacher with a visual impairment, you are required to produce and submit NIMAS files and three print copies and a high-quality PDF of adopted teacher materials to the designated braille producer(s) or one print copy and a high-quality PDF of

adopted teacher materials to the designated large-print and audio producers as soon as possible. TEA will notify you and provide the shipping instructions if a district requests a copy.

Districts Samples

Districts may contact you directly to request a sample of your adopted material. You must provide a complete electronic sample in open or closed format. You are not required to provide a print sample if requested by the district; however, you may do so. Print samples must be provided at no cost to districts and must be marked with *Sample Copy—Not for Classroom Use*. No state or local funds may be used.

If you need the samples returned, you are encouraged to notify the district in advance and provide a shipping label and a date samples should be returned. You should work with districts to retrieve samples after local selections are completed. TEA does not guarantee the return of sample materials (19 TAC §66.101).

Next Steps

- Review page 15 of the Deliverables and Requirements for Publishers section of *Proclamation 2022*.
- Review the Requirements for the Production of Accessible Instructional Materials section of Proclamation 2022 *Publisher Handbook*.
- Review question and answer #84 in the Proclamation 2022 *Questions and Answers*.
- Email access information to your electronic post-adoption samples to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, March 28, 2022.
- Email access information to your electronic post-adoption samples to each of the twenty ESCs by 5:00 p.m. CT on Monday, March 28, 2022. Contact information for each of the twenty ESCs can be found on the Publisher Portal.

Machine-Readable TEKS

Purpose: All electronic materials must be designed to use machine-readable TEKS, as required by the SBOE.

You will access the machine-readable TEKS on the Texas Gateway. The Texas Gateway contains several guidance documents related to the integration of the machine-readable TEKS. The machine-readable TEKS are provided in an IMS Global Competencies and Academic Standards Exchange (CASE) certified format, either through an application programming interface (API) or as a comma-separated values (CSV) file. If you plan to use the API, you should familiarize yourself with the CASE framework structure and the core concepts of the JSON data format. Using the API will ensure that you are always using the most up-to-date version of the TEKS.

The purpose of the machine-readable TEKS format is so districts' learning management systems can easily access up-to-date versions for use within their applications. It creates a consistent way of documenting and refencing learning standards and competencies.

It is not necessary to be a member of the IMS Global to access the machine-readable TEKS.

It is highly recommended that, at a minimum, the content used in a publisher's correlations is tagged using the machine-readable TEKS.

Next Steps

- Review the machine-readable TEKS information on the Texas Gateway.
- Submit a help-desk ticket, if you need technical assistance with implementation.
- Build machine-readable TEKS into your electronic post-adoption material.

Form 1295 Certificate of Interested Parties

Purpose: In accordance with HB 1295 (84th Texas Legislature, 2015), *Form 1295 Certificate of Interested Parties* incorporates reporting requirements that companies must meet before conducting business with the state.

You must complete a *Form 1295 Certificate of Interested Parties* upon entering into a contract with the SBOE. Completed forms will be posted to the Texas Ethics Commissions' website. You can contact the TEA Contracts office at TEAcontracts@tea.texas.gov if you have any questions.

You are required to complete a separate form if you enter into a contract with a district or any other state agency.

Next Steps

- Click on the *Form 1295 Certificate of Interested Parties* website on the Texas Ethics Commissions' website.
- Create a username and password on the Texas Ethics Commissions' website.
- Select *Business Entity* as the user type.
- Enter *Proclamation 2022 Instructional Materials Adoption/[Your Company Name]* as the contract identification number.
- Submit the *Form 1295 Certificate of Interested Parties* form to the Texas Ethics Commission by 5:00 p.m. CT on Monday, February 7, 2022.
- Send a PDF copy of the form to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, February 7, 2022.

Texas Education Agency Standard Contract

Purpose: The publisher contract documents the instructional materials a publisher is obligated to offer to Texas public schools, the price at which those materials will be offered, and the specific terms under which they will be offered.

Following the November 2021 meeting, the SBOE will offer an eight-year contract to each publisher of adopted instructional materials. You will receive one contract that covers all your adopted programs. The contract will provide for the purchase or licensing of adopted instructional materials at a specific price. The price is determined by your submitted *Official Bids* and may not be higher than the lowest price offered to any other state, school, or district. You must agree to the terms of the contract to have your program(s) available to districts through EMAT.

The contracts must be signed by an authorized representative, and you must provide proof of the signer's authority when returning a contract. Signed and returned contracts will be signed by the chair of the SBOE and attested to by the commissioner of education. Original contracts are filed with TEA; signed electronic copies will be sent to you.

You will have an opportunity to lower your price and/or submit a *Post-Contractual Bid* at the end of each contract year. You will also mark any bids that exceed the number of contract years remaining as unavailable in EMAT. TEA staff will provide information and deadlines to submit information prior to the re-opening of the EMAT system in May of each year, including which bids need to be marked as unavailable.

Reminder: You must have a signed contract in order to have materials available in EMAT. TEA uses a standard set of terms and conditions for all contracts, and those terms are non-negotiable.

Next Steps

- Review question and answer #55 in the Proclamation 2022 *Questions and Answers*.
- Watch for the TEA email containing the executed *Proclamation 2022* contract for your signature.
- Submit any post-contractual bids in EMAT, if you wish to update your pricing after executed contracts.
- Watch for TEA email announcing the opportunity to lower your prices before EMAT re-opens for each school year.

Responsibility of Back-Ordered Instructional Materials

If you have materials adopted, you will begin distributing them to school districts and charter schools in June 2022. You must ensure that adopted materials are in stock and available for distribution for the life of the adoption. If you must place adopted materials on backorder, you are required to notify the affected school districts of the expected ship date for each title and report the number of back-ordered materials to TEA.

All reports of backorders are presented to the SBOE for possible penalties.

For additional information or to notify TEA of back-ordered materials, submit an Instructional Materials Help Desk Ticket.

Updates to and New Editions of Adopted Materials

Purpose: Publishers must follow specific procedures to update content in or to substitute a new edition of adopted instructional materials in order to comply with 19 TAC §§66.75 and 66.76.

You must obtain prior approval to make any changes to adopted materials, except for technical enhancements or improvements that do not add or change the content. All requests must include the required form, updated correlations, and an electronic sample or screenshots of the proposed updated or changed content. All requests will be posted to the TEA website for public comment.

You should email TEA to obtain the required forms. Incomplete requests will not be considered and could delay your timeline.

Updates to Adopted Materials

If you wish to update your adopted material by adding, removing, or changing content, you must request approval by submitting an update request certifying that the content meets the applicable TEKS, does not affect coverage of TEC, §28.002(h), and is free from factual errors, and you must explain why you wish to update the materials. You must also verify that there will be no additional cost to the state.

All requests for updates that affect content used in citations reviewed and approved by the state review panels to determine the program's TEKS coverage must be approved by the SBOE. Proposed changes are posted to the TEA website for public review for a minimum of seven days prior to consideration by the SBOE.

You must complete a *Request to Update Content Reviewed and Accepted by the SRP* form as part of your request to update content that was used to determine TEKS coverage. Requests must also include an electronic sample and updated correlations.

You must complete a *Request to Update Content Not Reviewed and Accepted by the SRP* form as part of your request to update content that was not used to determine TEKS coverage. Requests must include an electronic sample or screenshots of the proposed updated content.

You cannot add new internet links or redirect users to external internet links without the approval of TEA.

If, at the initial review, your program meets less than 100 percent of the TEKS, you may have an opportunity to update content and submit new correlations to improve your adopted program's official TEKS coverage percentage(19 TAC §66.75(l)). TEA will notify you of this opportunity, if applicable, and provide additional information following adoption by the SBOE.

New Editions of Adopted Materials

If you wish to submit a new edition of your adopted material, you must request approval by submitting a substitution request and certify that there will be no additional cost to the state associated with the updated edition.

You must complete a *Substitution Request* and provide an explanation for the offer of a new edition and proposed changes to content that was used to determine TEKS coverage. Requests must also include an electronic sample and screenshots of the proposed content, and updated correlations.

You must complete a *Request to Substitute a Current Edition with a New Edition that does not Change Content Reviewed and Approved by the SRP* form and provide an explanation for the offer of a new edition and proposed changes to content that was not used to determine TEKS coverage. Requests must also include an electronic sample and screenshots of the proposed content.

Proposed changes are posted to the TEA website for public review for a minimum of sixty days prior to consideration by the SBOE (19 TAC §66.76(a)).

If your substitution request is approved, you are required to provide the original version of the adopted print materials to any district that requests it for the duration of your contract.

Reminder: You may not change any content in an adopted instructional material without prior approval. If you do, you may incur penalties from the SBOE (19 TAC §66.15(f)(3)).

Next Steps

- Review the requirements of substitution and update requests in 19 TAC §§66.75 and 66.76.
- Review 19 TAC §66.15(f)(3).
- Review questions and answers #61 and #88–#93 in the Proclamation 2022 *Questions and Answers*.
- Contact your liaison if you need to submit a substitution or update request.
- Watch the applicable SBOE meeting. TEA staff will provide details if your program is on the SBOE agenda.
- Submit an updated electronic sample of your material to TEA after update/substitution request has been approved.

Glossary

Purpose: Below are words and terms commonly used in this publisher handbook.

You can find additional words and terms starting on page 28 of *Proclamation 2022*.

Adoption Timeline
The section in the proclamation that lists the specific activities and deadlines related to the review and adoption of instructional materials

Breakouts
The separate parts of an end-of-year outcome or student expectation

By Component
Deliverable required to be submitted for each component

By Program (Grade level)
Deliverable required to be submitted for each program submitted in multiple media formats (print and online) with identical content and standards coverage

By Media Format Program
Deliverable required to be submitted for each media format regardless of identical content

By Publisher
One form or deliverable is required from a publisher

Component
An individual material in a program or sometimes referred to as a title (e.g., workbook or teacher manual)

Citation
The identification of one occurrence of a specific example of content that covers one element of each of the end-of-year outcomes or student expectations (narrative or activity)

Closed Format
A media format that requires the user to download and install proprietary software

Depository
An entity through which publishers receive and fill orders for instructional materials

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

Education Service Centers (ESCs)
Public entities created by state statute to provide educational support programs and services to local schools and school districts

Galley Proof

A complete (as to content) print sample that is bound (e.g., in a 3-ring binder, as a spiral, or in a similar manner)

It is representative of the final pagination, layout, and organization of the program. A gallery proof shows the actual size of the program (either by the trim size of the gallery pages or with crop marks), resembles an advance reading copy of the final material rather than a proofreading or copyediting copy, and provides the SRP an accurate depiction of what the final bound materials or online program will look like.

Grade-Band Product

A collection of materials that spans an entire grade band

International Standard Book Number (ISBN)

A unique number that identifies books and book-like materials internationally

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 through instruction and teaching the 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).

In this handbook, program and product are also used to describe instructional materials.

Manufacturing Standards and Specifications for Textbooks (MSST)

A publication containing the physical standards of quality and performance for K–12 instructional materials

National Instructional Materials Access Center (NIMAC)

Created by IDEA 2004, NIMAC is a federally funded, online file repository of source files in the NIMAS format

Authorized users can access more than 62,000 kindergarten through 12th-grade NIMAS files for use in the production of accessible formats for student with disabilities.

National Instructional Materials Accessibility Standard (NIMAS)

Technical standard used by publishers to produce source files (in XML) that can be used to develop multiple specialized formats (such as braille or audiobooks) for students with print disabilities

Open-File

A media format that is accessible by anyone through open-source or free technologies or software, such as HTML and PDF

Program
A collection of components for a single grade level

Student Version
Components of an instructional materials submission that are intended for use by the student and comprised of several student components

Student Component
A specific element (workbook, textbook, website, etc.) of the student version of a product

Student Text Narrative
The part of the instructional material that instructs the student or provides an opportunity for the student to acquire knowledge or learn a skill

Substitution Request
A request to the commissioner of education for approval to substitute a new or updated edition of a state-adopted instructional material that may or may not affect TEKS, ELPS, and/or TPG coverage

Teacher Component
Any resource that is specifically intended for use by a teacher

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

Texas Essential Knowledge and Skills (TEKS)
The state standards for the 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 Education Agency Login (TEAL)
Security gateway to TEA web applications and resources

This portal allows users to request secure access to TEA applications and to manage user account information.

Update Request
A request to the commissioner of education for approval to update content that was and/or was not used in determining the program's eligibility for adoption and TEKS, ELPS, and/or TPG coverage

Proclamation 2022 Publisher Checklist

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

Start Date	End Date	Subject
April–November 2020		
N/A	N/A	Subscribe to the review and adoption listserv email updates
N/A	N/A	Review *Proclamation 2022* and add requirements and deadlines to your calendar
N/A	N/A	Review Texas Administrative Code, Chapter 66
N/A	N/A	Review Texas Education Code, Chapter 31
N/A	N/A	Review accessibility requirements for electronic products
N/A	N/A	Review NIMAS requirements for print products
N/A	N/A	Review breakouts for health and physical education on the Breakout Document webpage
N/A	N/A	View the March 5, 2020, *Introduction to Proclamation 2022* webinar on the Publisher Portal
N/A	N/A	View the November 19, 2020 Proclamation *2022 Publisher Orientation* webinar on the Publisher Portal
N/A	N/A	Review helpful resources and view training videos for deliverables on the Publisher Portal
December 2020–January 2021		
	12/7/2020*	Submit *Company Information Form* to TEA via EMAT
	12/7/2020*	Submit *Statement of Intent to Bid* to TEA via EMAT
12/7/2020	12/31/2020	Look for email from TEA announcing your assigned liaison, if not already assigned
12/7/2020	1/31/2021	Look for email from TEA containing Excel templates for *Correlation to the TEKS*
January 2021		
	1/11/2021*	Submit *Complete Description* to TEA via EMAT
February 2021		
2/1/2021	2/19/2021	Review preliminary *Correlation to the TEKS* feedback from TEA and incorporate into final correlation
March 2021		
	3/22/2021*	Submit preliminary *Correlation to the TEKS* to TEA

Proclamation 2022 Publisher Checklist

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

Start Date	End Date	Subject
April–May 2021		
4/1/2021	5/31/2021	Look for email from TEA containing dates, location, and delivery of materials for upcoming state review meeting
May 2021		
	5/24/2021*	Submit pre-adoption sample to TEA
	5/24/2021*	Submit pre-adoption sample to each of the twenty ESCs
	5/24/2021*	Submit final *Correlation to the TEKS* to TEA
	5/24/2021*	Submit final *Correlation to the TEKS* to each of the twenty ESCs
	5/24/2021*	Submit *Certification of Editorial Review* to TEA
	5/24/2021*	Submit *Affidavit of Authorship or Contribution* to TEA
	5/24/2021*	Submit *Report on Interoperability and Ease of Use* to TEA
5/1/2021	5/31/2021	Look for email from TEA containing Excel templates for *List of Corrections and Editorial Changes*
5/24/2021	5/31/2021	Look for email from TEA regarding ESC sample irregularities, if received
June–July 2021		
6/1/2021	7/31/2021	Prepare and ship materials for state review panel meeting, if you wish to ship print samples
6/1/2021	7/31/2021	Attend state review panel meeting
7/26/2021	8/6/2021	Look for email from TEA containing show-cause hearings, if eligible
August 2021		
8/2/2021	8/31/2021	Look for preliminary report of materials under consideration for adoption on *Proclamation 2022* webpage
8/2/2021	8/31/2021	Look for email from TEA containing final evaluation instruments
8/2/2021	8/31/2021	Look for email from TEA containing Excel templates for state review panel-identified *List of Corrections and Editorial Changes*
	8/16/2021*	Submit show-cause hearing request, if eligible
	8/23/2021*	Submit *List of Corrections and Editorial Changes* and responses to state review panel-identified *List of Corrections and Editorial Changes* to TEA
	8/23/2021*	Submit *Application for Texas Identification Number* if you do not have EMAT access
	8/23/2021*	Submit electronic samples of new content reviewed and approved by the state review panels to TEA
8/2/2021	8/31/2021	Watch bids training video on the Publisher Portal
8/2/2021	8/31/2021	Apply for EMAT access after you've received your Texas Identification Number, if you do not have access
September 2021		
9/1/2021	9/30/2021	Review public comments and lists of alleged errors, editorial changes, and new content reports on *Proclamation 2022* webpage
9/1/2021	9/30/2021	Review preliminary report of instructional materials under consideration for adoption on the *Proclamation 2022* webpage
9/8/2021	9/11/2021	Watch the State Board of Education's public hearing on instructional materials eligible for adoption
	9/20/2021*	Submit *Order Processing Information Form* to TEA via EMAT
	9/20/2021*	Submit initial official bid to TEA via EMAT

Proclamation 2022 Publisher Checklist

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

Start Date	End Date	Subject
October 2021		
	10/18/2021*	Submit *Certification of Intent to Correct* to TEA
	10/18/2021*	Submit *Disclosure of Campaign Contributions and Gifts* to TEA
10/1/2021	10/31/2021	Review the List of Instructional Materials Eligible for Adoption on the *Proclamation 2022* webpage
November 2021		
	11/1/2021*	Review public comments and/or alleged factual errors on the *Proclamation 2022* webpage
	11/9/2021*	Submit content changes made in materials under consideration in response to public comment to TEA
	11/9/2021*	Submit updated *List of Corrections and Editorial Changes* to TEA
	11/11/2021*	Review report of content changes made in materials in response to public comment on the *Proclamation 2022* webpage
	11/17/2021*	Submit content changes made in materials under consideration in response to public testimony to TEA
11/17/2021	11/19/2021	Watch the State Board of Education's meeting
11/1/2021	11/30/2021	Select a conversion service provider to produce NIMAS files
11/1/2021	11/30/2020	Email the National Instructional Materials Access Center (NIMAC) at nimac@aph.org to request an account
11/1/2021	11/30/2021	Research third-party accessibility companies to test electronic components and produce accessibility report
December 2021		
12/1/2021	12/31/2021	Provide conversion service provider with all information necessary to provide NIMAS files
	12/1/2021*	Review the *List of Instructional Materials Adopted* on the *Proclamation 2022* webpage
	12/6/2021*	Submit *Register of Contact* to TEA
	12/6/2021*	Submit additional official bids to TEA via EMAT
	12/6/2021*	Submit *Direct Deposit Form* to TEA
January 2022		
1/1/2022	1/31/2022	Contract with third-party accessibility company to test and produce accessibility report
February 2022		
2/1/2022	2/28/2022	Look for email from TEA containing contract for your signature
2/1/2022	2/28/2022	Notify TEA of third-party accessibility company chosen to complete accessibility report
	2/7/2022*	Submit three preliminary copies of adopted print student material to designated braille producer
	2/7/2022*	Submit one high-quality PDF of adopted student materials to designated braille producer
	2/7/2022*	Submit one copy of NIMAS files of adopted student materials to designated braille producer
	2/7/2022*	Submit a screenshot from the NIMAC Validation Wizard showing that each file has passed validation to designated braille producer
	2/7/2022*	Submit three preliminary print copies of materials included in teacher component to designated braille producer
	2/7/2022*	Submit one high-quality PDF of materials included in teacher component that are intended for student to designated braille producer
	2/7/2022*	Submit NIMAS files of blackline masters and any other materials included in teacher component that are intended for student to designated braille producer
	2/7/2022*	Submit *Form 1295 Certificate of Interested Parties* to Texas Ethics Commission
	2/7/2022*	Submit *Form 1295 Certificate of Interested Parties* to TEA

Proclamation 2022 Publisher Checklist

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

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

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