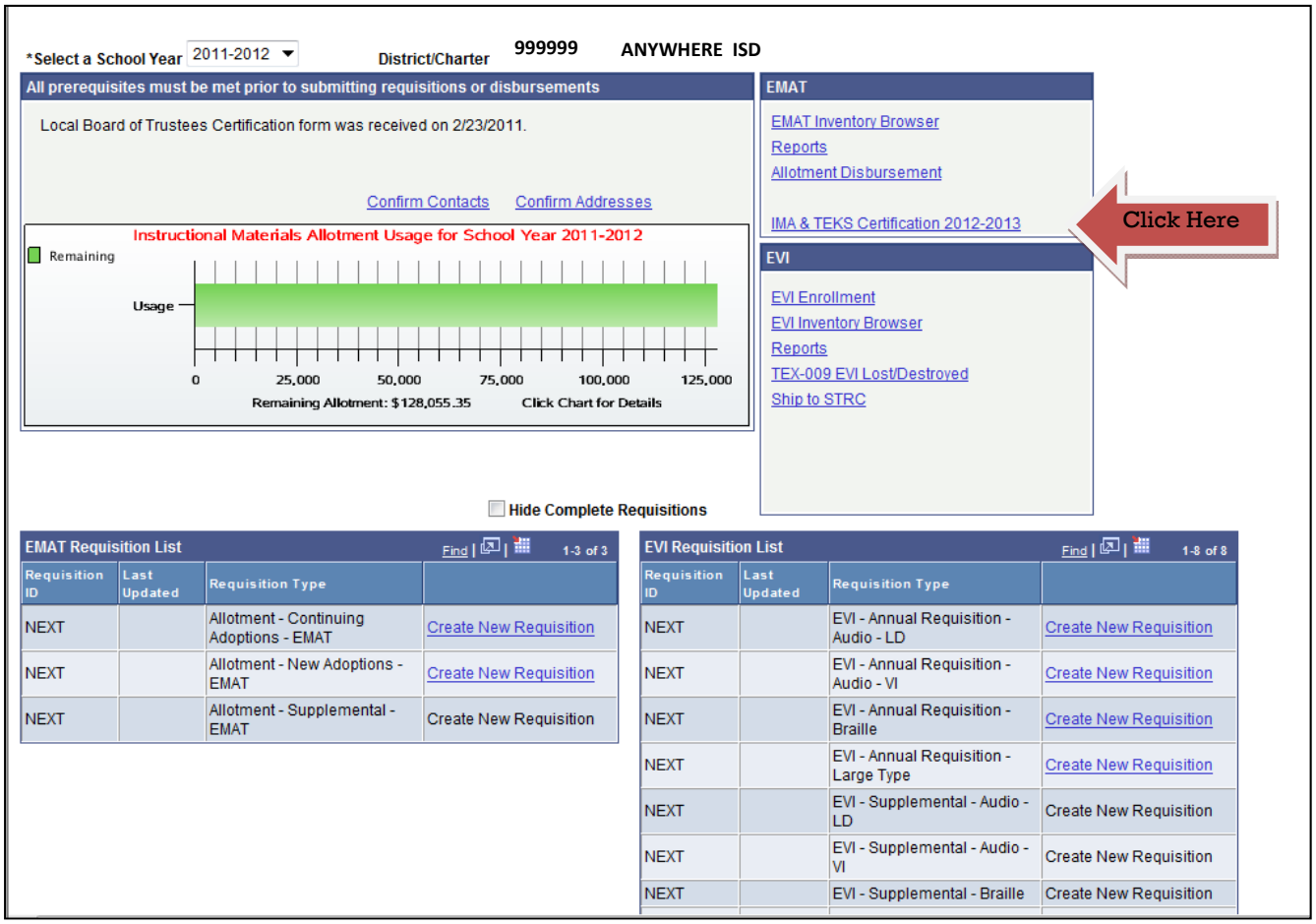
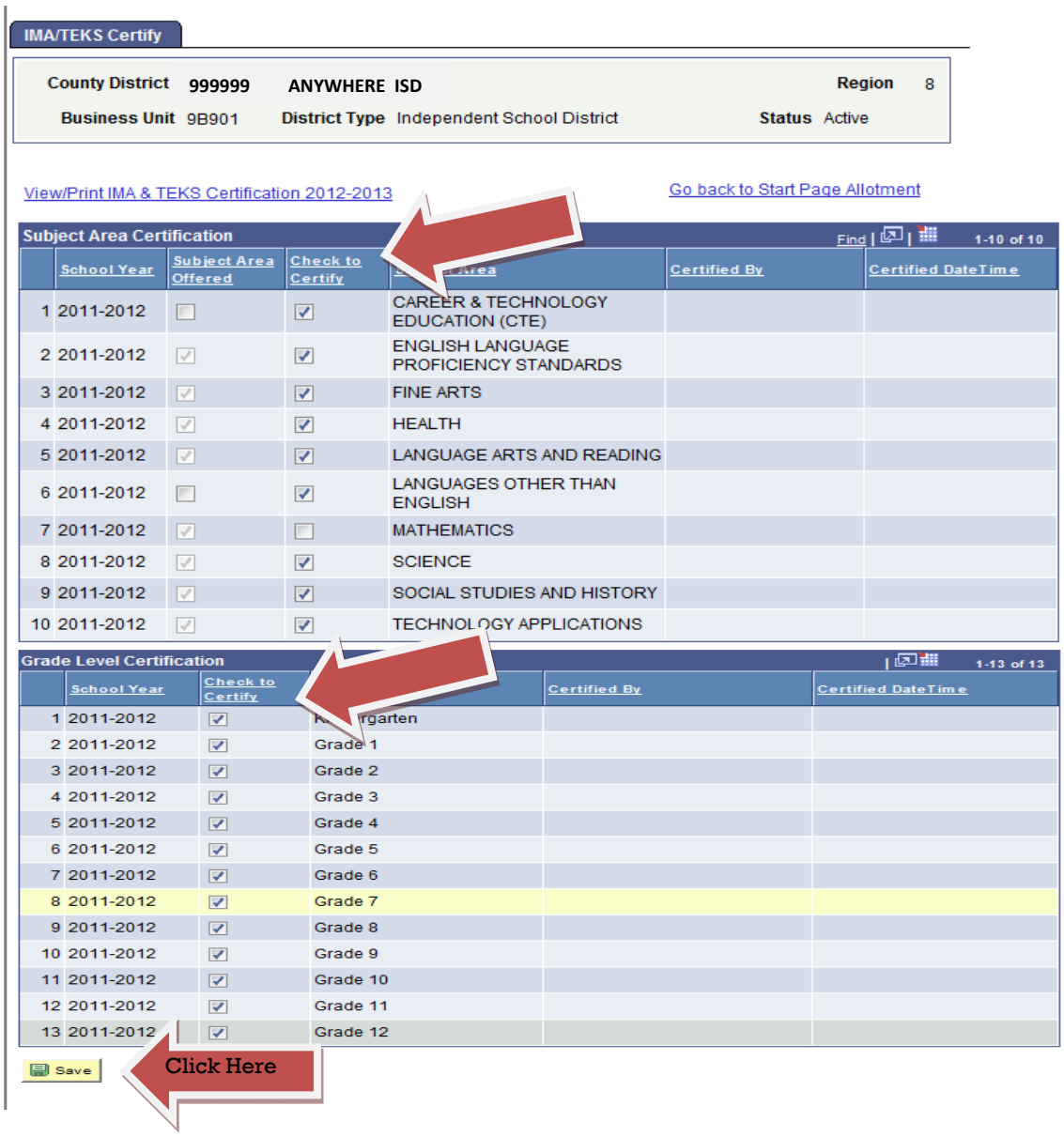
Instructional Materials Allotment TEKS Certification Instructions

- On the Start Page in EMAT, click on the link “IMA & TEKS Certification 2012-2013”.



IMA/TEKS Certify Screen

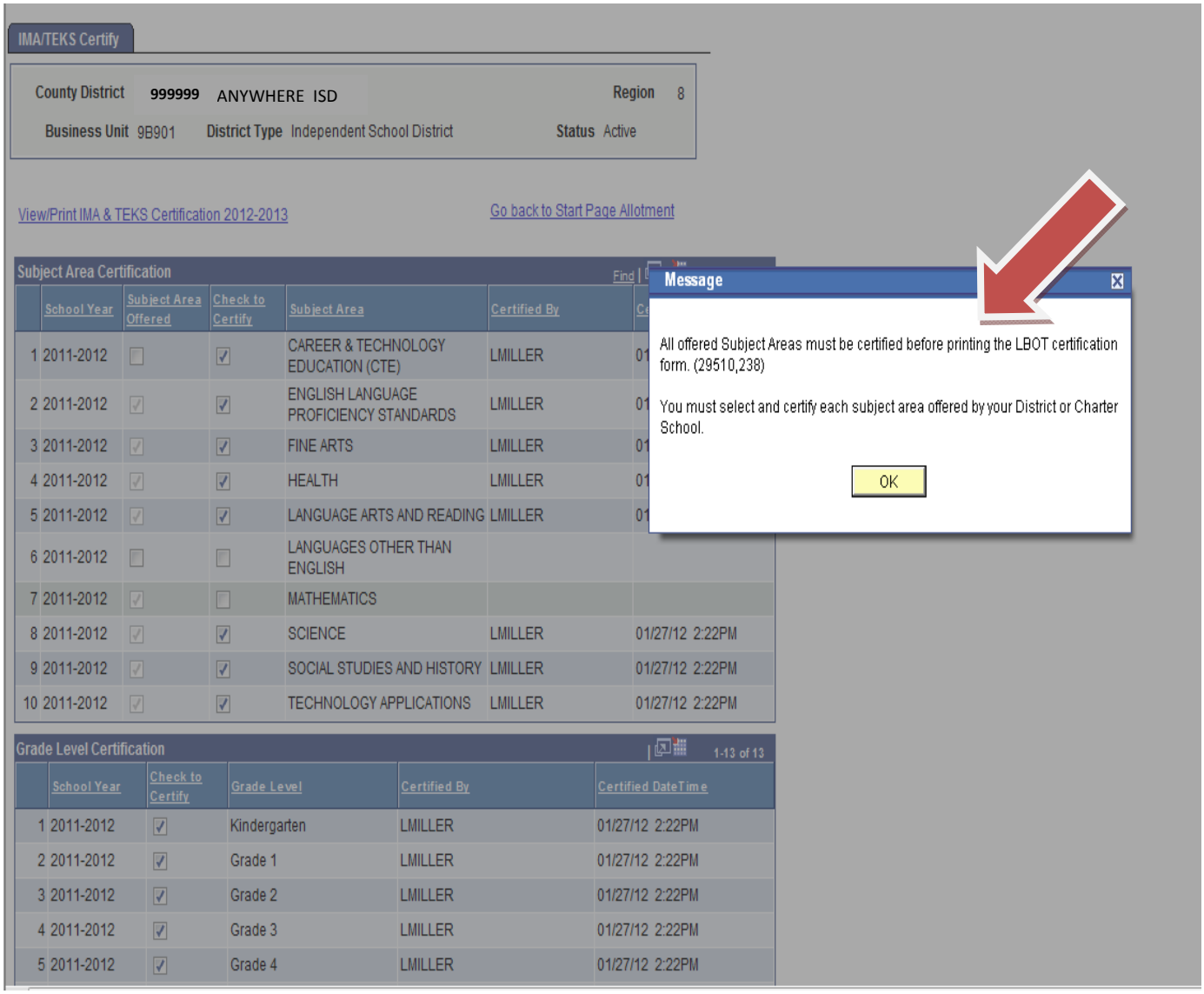
- Subject Area Certification
    1. The subject areas that require certification default as a checked box in the Subject Area Offered column.
    2. Click each box in the Check to Certify column in the Subject Area Certification section of the screen.
- Grade Level Certification
    1. Check the appropriate grade levels taught at your school district or charter school in the Grade Level Certification section of the screen.
- Click on the Save button.



- If any of the required subject area boxes are not checked, you will receive an error message.

    1. Click OK.
    2. Go back and check all of the required boxes.

- The Certified Date Time column will update when you have successfully saved.



Printing the IMA & TEKS Certification Form

- Click on the View/Print IMA & TEKS Certification 2012-2013 link to print the form as a PDF document.
- Be sure to allow pop-ups on your computer since the document will open in a new window.

IMA/TEKS Certify

County District	999999	ANYWHERE ISD		**Region**	8
Business Unit	9B901	**District Type**	Independent School District	**Status**	Active

View/Print IMA & TEKS Certification 2012-2013 Click Here Go back to Start Page Allotment

Subject Area Certification Find | 1-10 of 10

	School Year	Subject Area Offered	Check to Certify	Subject Area	Certified By	Certified DateTime
1	2011-2012	☐	☑	CAREER & TECHNOLOGY EDUCATION (CTE)	LMILLER	01/27/12 2:22PM
2	2011-2012	☑	☑	ENGLISH LANGUAGE PROFICIENCY STANDARDS	LMILLER	01/27/12 2:22PM
3	2011-2012	☑	☑	FINE ARTS	LMILLER	01/27/12 2:22PM
4	2011-2012	☑	☑	HEALTH	LMILLER	01/27/12 2:22PM
5	2011-2012	☑	☑	LANGUAGE ARTS AND READING	LMILLER	01/27/12 2:22PM
6	2011-2012	☐	☑	LANGUAGES OTHER THAN ENGLISH	LMILLER	01/27/12 2:24PM
7	2011-2012	☑	☑	MATHEMATICS	LMILLER	01/27/12 2:24PM
8	2011-2012	☑	☑	SCIENCE	LMILLER	01/27/12 2:22PM
9	2011-2012	☑	☑	SOCIAL STUDIES AND HISTORY	LMILLER	01/27/12 2:22PM
10	2011-2012	☑	☑	TECHNOLOGY APPLICATIONS	LMILLER	01/27/12 2:22PM

Grade Level Certification | 1-13 of 13

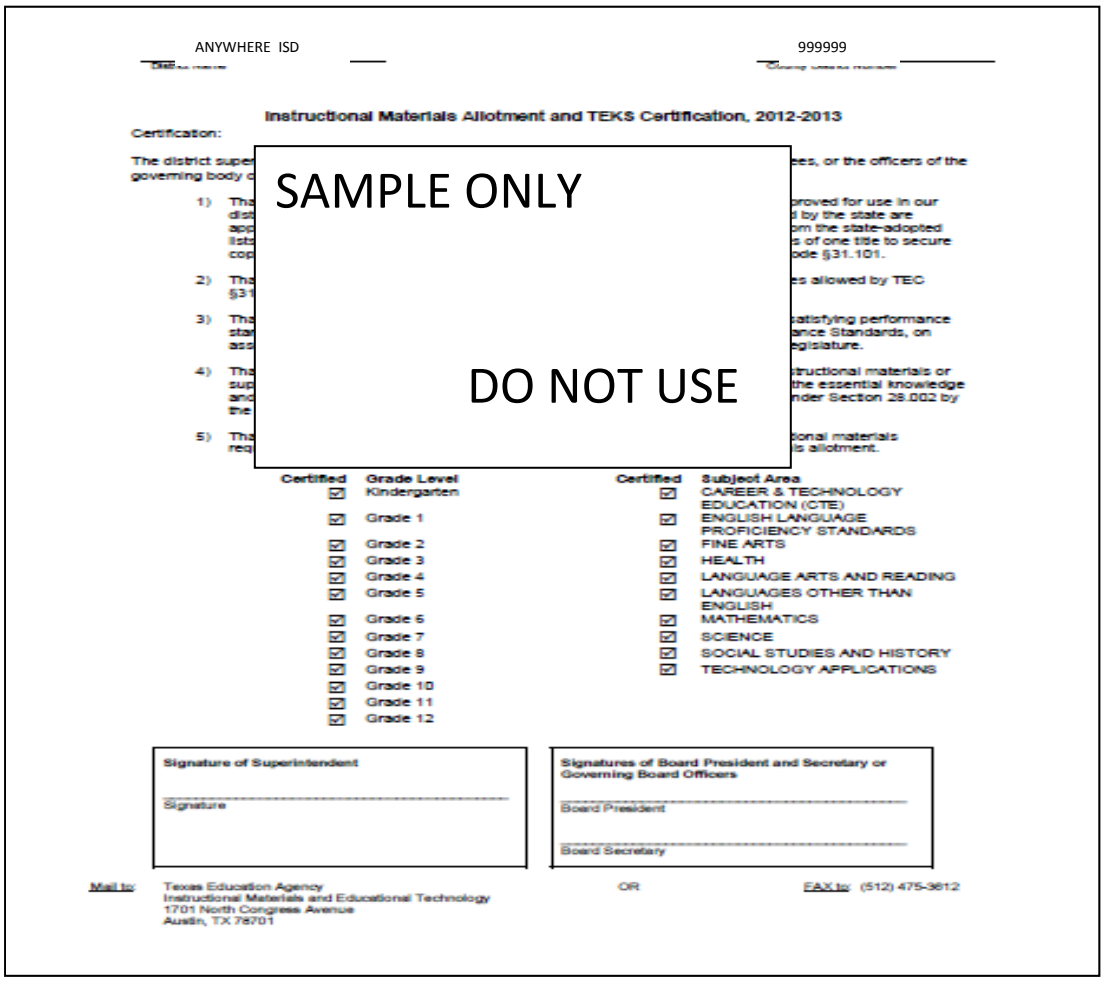
	School Year	Check to Certify	Grade Level	Certified By	Certified DateTime
1	2011-2012	☑	Kindergarten	LMILLER	01/27/12 2:22PM
2	2011-2012	☑	Grade 1	LMILLER	01/27/12 2:22PM
3	2011-2012	☑	Grade 2	LMILLER	01/27/12 2:22PM
4	2011-2012	☑	Grade 3	LMILLER	01/27/12 2:22PM
5	2011-2012	☑	Grade 4	LMILLER	01/27/12 2:22PM

- The district superintendent, along with the Local Board of Trustees are required to certify that the district has instructional materials that cover all elements of the essential knowledge and skills of the required curriculum, other than physical education, for each grade level as required in the Texas Education Code, Section 28.002.
- The Instructional Materials Allotment & TEKS Certification form must be presented to the Local Board of Trustees. The Superintendent, Board President, and Board Secretary signatures are required before the form will be accepted.

Mail Form to: Texas Education Agency
Instructional Materials and Educational Technology
1701 North Congress Avenue
Austin, TX 78701

Or fax form to: 512-475-3612

- When the Instructional Materials Allotment & TEKS Certification paper form is received, TEA staff will update EMAT to reflect the receipt. Once all prerequisites are complete, districts can begin to order and/or request disbursements in EMAT.



ANYWHERE ISD 999999

Instructional Materials Allotment and TEKS Certification, 2012-2013

Certification:

SAMPLE ONLY

DO NOT USE

Certified	Grade Level	Certified	Subject Area
☑	Kindergarten	☑	CAREER & TECHNOLOGY EDUCATION (CTE)
☑	Grade 1	☑	ENGLISH LANGUAGE PROFICIENCY STANDARDS
☑	Grade 2	☑	FINE ARTS
☑	Grade 3	☑	HEALTH
☑	Grade 4	☑	LANGUAGE ARTS AND READING
☑	Grade 5	☑	LANGUAGES OTHER THAN ENGLISH
☑	Grade 6	☑	MATHEMATICS
☑	Grade 7	☑	SCIENCE
☑	Grade 8	☑	SOCIAL STUDIES AND HISTORY
☑	Grade 9	☑	TECHNOLOGY APPLICATIONS
☑	Grade 10		
☑	Grade 11		
☑	Grade 12		

Signature of Superintendent
Signature

Signatures of Board President and Secretary or Governing Board Officers
Board President
Board Secretary

Mail to: Texas Education Agency
Instructional Materials and Educational Technology
1701 North Congress Avenue
Austin, TX 78701

OR

FAX to: (512) 475-3612