Instructional Materials Allotment
Guidelines

Overview

Recent legislation from the 82nd Texas Legislature, First Called Session, 2011, created an instructional materials allotment for districts for the purchase of instructional materials, technological equipment and technology-related services.

Beginning with the 2011- 2012 school year, the Commissioner of Education will establish an allotment for every district and open-enrollment charter school. According to Texas Education Code, Section 31.0211, a school district is entitled to an annual allotment from the state instructional materials fund for each student enrolled in the district.

The commissioner shall determine the amount of the allotment per student each year on the basis of the amount of money available in the state instructional materials fund to fund the allotment. An allotment under this section shall be transferred from the state instructional materials fund to the credit of the district's instructional materials account as provided by Texas Education Code, Section 31.0212.

New Process for Acquiring Instructional Materials

Instructional materials and disbursements will be requested by districts through the Educational Materials System (EMAT). Districts will request State Board of Education-adopted materials and Commissioner-adopted materials through EMAT, and the instructional materials allotment will be reduced by the value of the requested materials. Disbursement of funds for instructional materials not on an adopted list, technological equipment and technology-related services will also be requested by a district through EMAT and the instructional materials allotment will be reduced by the amount of the disbursements.

The amount of the allotment for each district is provided for school years 2011-2012 and 2012-2013. Districts need to carefully consider all allowable uses for the district's allotment and budget the money over the two-year period.

Districts will also no longer be eligible to earn textbook credits. Textbook credits that were earned from previous years will be added to a district's allotment.

New legislation also transfers ownership of instructional materials from the state to the local district. Additional information is forthcoming regarding changes to district responsibilities for these instructional materials.

Note: *Instructional materials for the visually impaired (braille, large type and audio) remain the property of the state and will **not** be counted against a district's instructional materials allotment. Braille, large type and audio materials will continue to be requested in EMAT and returned to the redistribution center in the same manner as they have in the past.*

*Districts **are** responsible for purchasing bilingual/ESL materials with the district's instructional materials allotment or otherwise acquire instructional materials for use in bilingual education classes. The commissioner will adopt rules regarding the purchase of bilingual/ESL instructional materials.*

Prerequisites for School Year 2011-12

Districts will be required to complete the following prerequisites for school year 2011-2012:

- Submission of a Local Board of Trustees Certification form;
- Confirmation of contacts and addresses in EMAT; and
- Entry in EMAT of shipment dates and dates when district staff will not be available to receive shipments.

Allowable Uses for District's Instructional Materials Allotment

Instructional Materials

- New Instructional Materials under Proclamation 2011
- Bilingual/ESL Materials
- English Language Proficiency Standards (ELPS)
- Midcycle Instructional Materials
- Consumables
- Commissioner's List of Electronic Textbooks
- Instructional materials not on an adopted list

Districts may also use their allotment to acquire technological equipment and technology-related services. This includes training educational personnel directly involved in the appropriate use of instructional materials and access to technological equipment for instructional use. **Examples** of these types of purchases are listed below.

Technological Equipment	Technology Services
Computers	Online Instruction
Netbooks	Staff Development on the use of instructional materials
Interactive Tablets	Access to technological equipment for instructional use
eBook Readers	Leased equipment
Mobile Devices	Print-on-Demand Services
Interactive Whiteboards	Salary (technology support)

Note: *Allotment funds will be disbursed to districts for instructional materials not on an adopted list, technological equipment, technology services and other related items. Districts and open-enrollment charter schools will be responsible for acquiring products and/or services directly from publishers/vendors.*

High Enrollment Growth Districts

Calculations for fast growth districts will automatically be adjusted based on PEIMS enrollment information. Districts experiencing high enrollment growth will be adjusted to include an additional amount in the districts' allotments at the beginning of the school year.

Training on the Allotment System

The agency will provide training for districts on the allotment system through TETN sessions. During training, details will be shared with new EMAT screens and their functionalities. Detailed instructions will also be sent to textbook coordinators by email. Please ensure your district has an assigned textbook coordinator and/or alternate textbook coordinator and that the contact information is current. Also, textbook coordinators' emails should be monitored on a regular basis in order to keep fully informed of the latest information regarding ordering.

August Textbook Coordinator Training via TETN

August 1 – 10:00 AM – 12:00 PM Topic: Requisitions

August 2 – 2:00 – 4:00 PM Topic: Disbursements

August 3 - 10:00 AM – 12:00 PM Topic: Overview of Requisitions and Disbursements

Each session will be recorded, and the training materials will be posted on our website.

We appreciate your patience during this transition period. Please send questions to instructional.materials@tea.state.tx.us.