

# Instructional Materials Allotment

## Frequently Asked Questions

### Ordering Instructional Materials

**1. How is ordering different from before?**

The Instructional Materials Allotment (IMA) has been created for each district and open-enrollment charter schools. EMAT has been re-programmed to create local education agency instructional materials allotments. For adopted instructional materials from the State Board of Education or the Commissioner of Education, districts will requisition through EMAT and the funds used to acquire the materials will be deducted from their district IMA.

**2. Does our district need to enter our enrollment numbers to allow the EMAT system to calculate eligibility?**

District enrollment will no longer be used to calculate eligibility. Districts will submit requisitions based on the dollar amount provided in their Instructional Materials Allotment.

**3. Is our district required to order a classroom set of SBOE adopted materials in a given subject area before being allowed to order from the Commissioner's List of Electronic Materials in that subject area?**

Senate Bill 6 repealed the requirement for a classroom set; however, districts have the option to utilize classroom sets.

**4. Can a district change publishers for technology applications subscriptions for the new school year 2011-2012?**

A school district or open-enrollment charter school may select any adopted technology applications instructional products for the 2011 – 2012 school year.

**5. How do districts report a shipment error for newly ordered materials (shortage, overage, damaged in transit, defective)?**

This process has not changed in EMAT. Districts will need to fill out a shipment error report, TEX-013, and then mail or send to the appropriate depository.

**6. If the district's teachers are satisfied with the English Language Arts (ELA) instructional materials that they've been using, will the district have to order new instructional materials? If it needs extras, would those have to be ordered through the publisher?**

If teachers are satisfied with their current ELA instructional materials, a district does not have to order new instructional materials. When districts need additional instructional materials, they can requisition through EMAT. However, out of adoption materials will not be available via EMAT. ELA materials adopted under Proclamation 2011 will be available via EMAT.

**7. When districts order teacher editions does the cost of those come off district IMA, or do they get a certain amount of teacher's edition per student counts free?**

The quota of students per free teacher edition varies by publisher. If a district needs more teacher editions than its publisher's pupil/teacher quota, the district can use its IMA to requisition additional teacher editions.

**8. Are there guidelines concerning ordering instructional materials (hard copies) as opposed to technological equipment that will allow students to access online instructional materials?**

Districts should prioritize their primary selections with instructional materials as they relate to the new STAAR assessment and End of Course exams. Continuing contract requisitions should also be considered as districts determine their primary needs. Technology services and technological equipment should be considered when districts complete their priority requisitions.

**9. When EMAT opens, is there any priority for year round schools to get their instructional materials first?**

Requisitions will be processed as soon as they are entered into EMAT.

**10. What happens if a district's instructional materials allotment is exceeded?**

EMAT is programmed so that if a district tries to requisition an amount that exceeds its IMA, the district will receive a prompt that the IMA has exceeded and will not be able to process the requisition. The same is true for requested disbursements.

**11. Can districts purchase supplemental resources through the IMA?**

The IMA funds may be used to purchase supplemental instructional materials as provided by TEC Section 31.035.

**12. Will publishers require districts to purchase a print book when they order electronic instructional materials?**

For Proclamation 2011, materials cannot be bundled so that districts have to purchase a print book if they order electronic instructional materials. Districts have the flexibility of ordering only electronic or a combination of electronic and print materials to meet student needs.

**13. Are districts required to purchase instructional materials for all content areas for each student, or is this a district decision?**

Districts must ensure that all students have access to instructional materials that cover the Texas Essential Knowledge and Skills. However, districts do not have to order materials for all content areas for each student via EMAT. Districts should consider the long-term impact on student achievement.

**14. Can out of adoption books be used to cover TEKS and be supplemented with other resources?**

Yes.

**15. Can districts order separate components from Pre-K systems?**

Pre-K Systems in EMAT have been adopted by the State Board of Education. Technically, districts can request a disbursement of funds if districts select components instead of the entire program. These partial components would be ordered directly from the publisher. The Agency highly recommends consulting with the district Curriculum Director and other critical members of the instructional materials selection team before a final decision is made.

**16. We need to order new Spanish textbooks and due to our Spanish program we use a program out of state. Can we pay for these textbooks out of our IMA?**

Districts can request a disbursement of funds for non adopted instructional materials. Districts must certify that all of the instructional materials that are acquired with IMA funds must meet the Texas Essential Knowledge and Skills.

**17. Will the local district be able to supplement instructional materials with local funds if our Instructional Materials Allotment does not support all of the textbooks we want to purchase?**

Yes. Districts can use local funds to supplement instructional materials. Districts will need to order the instructional materials directly from the publisher.

**18. Can a district just order the teacher edition and not student editions?**

Districts may choose to just order the teacher editions; however, the Agency recommends consulting with the district Curriculum Director and other members of the instructional materials selection team before final decisions are made.

**19. If our reading books cover the Language Arts and Spelling, do we need to purchase new Language Arts materials?**

Districts may utilize existing resources and/or new instructional materials to certify alignment of materials to the Texas Essential Knowledge and Skills.

**20. I plan to order Pre-K and Elementary Math immediately, but will not order Supplemental Science or ELA until September. Will I be allowed to place orders in the months ahead?**

Yes. EMAT will remain open throughout the school year to requisition instructional materials. Districts are encouraged to stage their orders by prioritizing their immediate needs.