

Proclamation 2021 Publisher Handbook

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Vision and Change Log

This handbook is designed to provide information to publishers participating in the [Proclamation 2024](#)

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
9/6/22	Page 9	Changed deadline for Complete Description to Monday, April 10, 2023, for all courses except Spanish science and those marked with a double asterisk (**) on the proclamation
9/6/22	Page 11	Changed deadline for preliminary correlations to Monday, February 13, 2023, for all courses except Spanish science and those marked with a double asterisk (**) on the proclamation.
9/6/22	Page 11	Changed deadline for final correlations to Monday, May 8, 2023,

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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 \(SBOE\) 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], [§2](#)). The cycle is periodically adjusted based on the

less than 100 percent TEKS coverage with the opportunity to update the coverage percentage for adopted materials (19 TAC [§6.75\(l\)](#)).

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 [§6.75](#) and [66.76](#)). Publishers must verify that the updated (b)-u 18 (t)-vfP5.5 (T)--5.1 ()-5.5 [(t ((w)-2.8 (-2.f)-221

- x 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.
- x Content in a caption or sidebar cannot be used to satisfy the requirements for coverage of the TEKS
- x

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 pre-adoption sample of instructional materials to SBOE members. The SBOE member will indicate in the request if the sample must be print or electronic. If a request is made for a print sample, the sample does not need to be in the final format that will be delivered to schools following adoption, but it must contain all of the content intended to be in the final version.

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.

- x Is accessible to individuals with disabilities (PDFs only)
- x Is complete and fully functional
- x Contains a draft watermark (suggested)
- x Has embedded correlations (electronic products only)
- x Allows multiple simultaneous users
- x Is a static (unchanged) version
- x Includes a word search (electronic products only)
- x Does not include advertisements or promotional information
- x 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 adoption samples are submitted in March 2024. 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 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](#).

Next Steps

- x Review page 24–26 of the Deliverables and Requirements for Publishers section of [Proclamation 2024](#)
- x Email login credentials and a link to your pre-adoption sample review.adoption@tea.texas.gov by 5:00 p.m. CT Monday, P0.001 Twi.3 100.44 T5u-

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 BOS, to ensure that instructional materials are free from factual errors.

You must submit the Certification of Editorial Review by Monday, April 10, 2023, for all courses except those marked with a double asterisk (**) and by 5:00 p.m. CT on Monday, May 30, 2023, for courses with a double asterisk (**), affirming that instructional materials have been edited for accuracy, content, and compliance with requirements of the proclamation (19 TAC [§6.28\(m\)](#)). You must submit one form for each

to respond to errors and comments identified by the SRP by providing acceptable corrections or justifications for not doing so.

You must use the csv template to record any new content reviewed and approved by the SRP manually enter the information into the Standards Alignment dashboard. If you did not have any comments or errors or new content reviewed and approved by the SRP, no action is required.

Due date to be determined based on the conclusion of the SRP meeting.

Reminder: Your original preadoption sample must remain unchanged.

During and After the Public Comment Period

The public comment period begins when the pre-adoption samples are posted on the TEA website and ends on Monday, October 30, 2023.

Any alleged factual errors and comments submitted by the public will be entered into the standards alignment dashboard. You are required to respond to the alleged factual errors and public comments.

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 in the standards alignment dashboard.

You must submit the list by Tuesday, November 7, 2023 (19 TAC [§6.28\(l\)](#)).

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.

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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 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

- x Review page 4 of the Deliverables and Requirements for Publishers section of [Proclamation 2024](#)
- x You must supply the Report on Interoperability and Ease of Use using the method determined by TEA by 5:00 p.m. CT on Monday, April 10, 2023, for all courses except Spanish and those marked with a double asterisk (**) and by 5:00 p.m. CT on Monday, May 30, 2023, for Spanish science and courses with a double asterisk (**).
- x Find the Report on Interoperability and Ease of Use on the Required Proclamation Forms list on the [Adoption Resources for Publishers](#) webpage.

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 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 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 TEA staff and respond promptly to all questions.

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

Sampling Requirements

Samples provided to SRP must include all content intended to be in the final program, not just the content used to cover EKS. 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. If you are

If you are eligible to provide new content or new citations, you will be provided with instructions for doing so. You must enter the new citations into the standards management dashboard and provide the

- x Email copies of all new content provided to and approved by the ~~SEP~~ 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. CST on Monday, August 21, 2023.
- x Submit copies of all new content provided to and approved by the ~~SEP~~ Each of the twenty ESCs

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) in the list.
8. Select Publisher or Depository in the Roles & Parameters section. Selecting a different role will result in request being denied.
- 9.

ShowCause Hearing

Purpose: The show

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 how they plan to process their orders.

You will need publisher bidding access in EMAT to submit your Order Processing Information Form official bids. If you are new publisher, please review 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.

Typically, depositories use an electronic data interchange (EDI) compliant system to receive and fill orders. This will require additional setup and testing to ensure the depository and TEA can share files in appropriate formats. If you choose to use a depository that is not already set up with TEA, TEA will reach out with sample file formats and further information about setup.

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. See information above about additional setup for using EDI.

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 becomes Exhibit A of the Texas Education Agency Standard Contract

A1 (s)6 (iv)-1.5 (el1 1 se1.7 ((m)1.1 (e)-4.7 v(s)-4.4 .1 (ed(du)-5.2(a)-1.9)-4.7 (i)-0.6 (.1 (eJ -0.001 Tcbid(r)-0.7

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

- x specific type of device required, such as a PC, windows tablet, iPad, Chromebook, etc.
- x oldest operating system or version supported
- x 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 10-digit ISBN (for example, 9780001234567001 for a one-year subscription or 9780001234567-004 for a four-year subscription) using this option, use the 13-digit ISBN for your eight-year program. You may also add an extension to distinguish the program ISBN from a component ISBN (for example, 9780001234567-SE for a student edition or 9780001234567E 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 Biology Digital Courseware (1 Yr)
Includes one or more digital components and non consumable print components	Program Title (# of Years and Format)	Texas Biology (4 Yr Digital with Print)
Includes print consumables and one or more digital components	Program Title (# of Years Digital/# of Years Consumable)	Texas Biology (4 Yr Digital/4 Yr Print Consumable)
A teacher system	Program Title (# of Students Served)	Texas Biology Class Set (30 Students)

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

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 Biology, Texas Edition (1-year subscription). An eight-year subscription might be titled Texas Biology, Texas Edition (Through SY 2032-13). You cannot change the number of subscription years and price associated with an ISBN, you can provide a separate 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, August 21, 2023 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 §6.28(f)).

If you meet the initial bid deadline, you will be able to add bids in EMAT until Monday, November 6, 2023. The option to submit additional bids allows you to respond to the needs of districts. Additional bids can be new package options.

Disclosure of Campaign Contributions and Gifts

Purpose: The Disclosure of Campaign Contributions and Gifts 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.

Register of Contact

Purpose: The Register of Contact brings publishers into compliance with 19 TAC §601 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 Register of Contact form to record all contact with members of the SBOE between January 28, 2023, and December 1, 2023. 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 contact on a separate form.

Next Steps

- x You must supply the Register of Contact using the method determined by TEA by 5:00 p.m. CT on Friday, December 1, 2023.
- x Find the Register of Contact form on the Required Proclamation Forms

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 Specifications 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 grants an account. Specific information and resources, including a list of frequently asked questions, can be found on the [NIMAC website](#). You will 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 to47(o)-4.1 3(c)1.2 (u)-0.7 (a)-2-2.4 (i)..1 (s) Tw 2.809 0 Td 16.757.7 (o)2 Tw 0/Spa

You should also include a screenshot from your copy of the NIMAC Validation Wizard showing that file has successfully passed validation with “0 errors, 0 warnings” for both the XML file and ODF file. 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 NIMAC files high-quality PDF in February 2024, you must notify TEA and the designated braille producer(s) before the March 2024 deadline that no changes have been made and submit your print samples

If you have any questions regarding

- x Send final NIMAS files to NIMAC by 5:00 p.m. CT on Monday, ~~May 2021~~

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 party to complete the accessibility compliance report by the deadline established in the Adoption Timeline. You are strongly encouraged to develop your grammar product with the required accessibility features in place rather than attempting to bring a fully developed grammar product into compliance.

Additional Information

Failure to provide the deliverables due on Monday, March 5, 2024, 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 material.

You can read additional information regarding samples for braille, large-print, and audio producers in the [PostAdoption Sample Instructional Materials section](#)

Certification of Compliance with Manufacturing Standards

Purpose: The Certification of Compliance with Manufacturing Standards documents publishers' adherence 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 instance 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 for each print student component used in your correlations.

Electronic Materials

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

Next Steps

- x Find the Certification of Compliance with Manufacturing Standards form on the Required Proclamation Forms list on the [Adoption Resources for Publishers](#) webpage.
- x Contact the MSST Committee at info@bmibook.com or (386) 986-4552, if you have questions regarding standards and specifications.
- x You must supply 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.

PostAdoption 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

Postadoption instructional materials must be final, complete versions of your materials, incorporating any updates, new content reviewed and at

Districts Samples

Districts may contact you directly to request a sample of 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 must 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 §

Next Steps

- x Review page 15 of the Deliverables and Requirements Publishers section of [Proclamation 2024](#).

- x Review the [Requirements for the Production of Accessible Instructional Materials](#) section of

Proclamation 2024. The Office of the Commissioner of Education (EO 1000.0389 (0)72 (f)2) (TEA) 7 BD. 43 / 6 (r) 42 RMC. Districts are 24 v4

Form 1295 Certificate of Interested Parties

Purpose: In accordance with [HB 1298](#) (84th Texas Legislature, 2015)

Responsibility of Backordered Instructional Materials

If you have materials adopted, you will begin distributing them to school districts and charter schools in June 2024. 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 on how to notify TEA of backordered materials, submit an [Instructional Materials Help Desk Ticket](#)

You must complete 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 Request to Substitute a Current Edition with a New Edition that does not Change Content Reviewed and Approved by the SRF 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 TAC §6.76(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 TAC §66.15(f)(3).

Next Steps

- x Review the requirements of substitution and update requests in 19 TAC §5 and 66.76
- x Review 19 TAC §66.15(f)(3)
- x Submit an [Instructional Materials Help Desk Ticket](#) to submit a substitution or update request.
- x Watch the applicable [SBOE meeting](#). TEA staff will provide details if your program is on the SBOE agenda.
- x Submit an updated electronic

Glossary

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

You can find additional words and terms starting on page [34](#) [Proclamation 2024](#)

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

OpenFile

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