

Instructional Materials Allotment TEKS Certification Instructions

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

*Select a School Year 2011-2012 District/Charter **999999 ANYWHERE ISD**

All prerequisites must be met prior to submitting requisitions or disbursements

Local Board of Trustees Certification form was received on 2/23/2011.

[Confirm Contacts](#) [Confirm Addresses](#)

Instructional Materials Allotment Usage for School Year 2011-2012

Remaining Usage

Remaining Allotment: \$128,055.35 [Click Chart for Details](#)

EMAT

[EMAT Inventory Browser](#)
[Reports](#)
[Allotment Disbursement](#)
[IMA & TEKS Certification 2012-2013](#)

EVI

[EVI Enrollment](#)
[EVI Inventory Browser](#)
[Reports](#)
[TEX-009 EVI Lost/Destroyed](#)
[Ship to STRC](#)

Click Here

Hide Complete Requisitions

EMAT Requisition List			
Requisition ID	Last Updated	Requisition Type	
NEXT		Allotment - Continuing Adoptions - EMAT	Create New Requisition
NEXT		Allotment - New Adoptions - EMAT	Create New Requisition
NEXT		Allotment - Supplemental - EMAT	Create New Requisition

EVI Requisition List			
Requisition ID	Last Updated	Requisition Type	
NEXT		EVI - Annual Requisition - Audio - LD	Create New Requisition
NEXT		EVI - Annual Requisition - Audio - VI	Create New Requisition
NEXT		EVI - Annual Requisition - Braille	Create New Requisition
NEXT		EVI - Annual Requisition - Large Type	Create New Requisition
NEXT		EVI - Supplemental - Audio - LD	Create New Requisition
NEXT		EVI - Supplemental - Audio - VI	Create New Requisition
NEXT		EVI - Supplemental - Braille	Create New Requisition

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.

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](#)
[Go back to Start Page Allotment](#)

Subject Area Certification					
School Year	Subject Area Offered	Check to Certify	Subject Area	Certified By	Certified DateTime
1 2011-2012	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CAREER & TECHNOLOGY EDUCATION (CTE)		
2 2011-2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ENGLISH LANGUAGE PROFICIENCY STANDARDS		
3 2011-2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FINE ARTS		
4 2011-2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HEALTH		
5 2011-2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LANGUAGE ARTS AND READING		
6 2011-2012	<input type="checkbox"/>	<input checked="" type="checkbox"/>	LANGUAGES OTHER THAN ENGLISH		
7 2011-2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MATHEMATICS		
8 2011-2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SCIENCE		
9 2011-2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SOCIAL STUDIES AND HISTORY		
10 2011-2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TECHNOLOGY APPLICATIONS		

Grade Level Certification				
School Year	Check to Certify	Grade	Certified By	Certified DateTime
1 2011-2012	<input checked="" type="checkbox"/>	Nursery		
2 2011-2012	<input checked="" type="checkbox"/>	Grade 1		
3 2011-2012	<input checked="" type="checkbox"/>	Grade 2		
4 2011-2012	<input checked="" type="checkbox"/>	Grade 3		
5 2011-2012	<input checked="" type="checkbox"/>	Grade 4		
6 2011-2012	<input checked="" type="checkbox"/>	Grade 5		
7 2011-2012	<input checked="" type="checkbox"/>	Grade 6		
8 2011-2012	<input checked="" type="checkbox"/>	Grade 7		
9 2011-2012	<input checked="" type="checkbox"/>	Grade 8		
10 2011-2012	<input checked="" type="checkbox"/>	Grade 9		
11 2011-2012	<input checked="" type="checkbox"/>	Grade 10		
12 2011-2012	<input checked="" type="checkbox"/>	Grade 11		
13 2011-2012	<input checked="" type="checkbox"/>	Grade 12		

Save
Click Here

- 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.

IMA/TEKS Certify

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[View/Print IMA & TEKS Certification 2012-2013](#) [Go back to Start Page Allotment](#)

Subject Area Certification					
School Year	Subject Area Offered	Check to Certify	Subject Area	Certified By	Certified Date Time
1 2011-2012	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CAREER & TECHNOLOGY EDUCATION (CTE)	LMILLER	01/27/12 2:22PM
2 2011-2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ENGLISH LANGUAGE PROFICIENCY STANDARDS	LMILLER	01/27/12 2:22PM
3 2011-2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FINE ARTS	LMILLER	01/27/12 2:22PM
4 2011-2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HEALTH	LMILLER	01/27/12 2:22PM
5 2011-2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LANGUAGE ARTS AND READING	LMILLER	01/27/12 2:22PM
6 2011-2012	<input type="checkbox"/>	<input type="checkbox"/>	LANGUAGES OTHER THAN ENGLISH		
7 2011-2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MATHEMATICS		
8 2011-2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SCIENCE	LMILLER	01/27/12 2:22PM
9 2011-2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SOCIAL STUDIES AND HISTORY	LMILLER	01/27/12 2:22PM
10 2011-2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TECHNOLOGY APPLICATIONS	LMILLER	01/27/12 2:22PM

Message

All offered Subject Areas must be certified before printing the LBOT certification form. (29510,238)

You must select and certify each subject area offered by your District or Charter School.

Grade Level Certification				
School Year	Check to Certify	Grade Level	Certified By	Certified Date Time
1 2011-2012	<input checked="" type="checkbox"/>	Kindergarten	LMILLER	01/27/12 2:22PM
2 2011-2012	<input checked="" type="checkbox"/>	Grade 1	LMILLER	01/27/12 2:22PM
3 2011-2012	<input checked="" type="checkbox"/>	Grade 2	LMILLER	01/27/12 2:22PM
4 2011-2012	<input checked="" type="checkbox"/>	Grade 3	LMILLER	01/27/12 2:22PM
5 2011-2012	<input checked="" type="checkbox"/>	Grade 4	LMILLER	01/27/12 2:22PM

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
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[View/Print IMA & TEKS Certification 2012-2013](#)



[Go back to Start Page Allotment](#)

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

Grade Level Certification					
School Year	Check to Certify	Grade Level	Certified By	Certified Date Time	
1 2011-2012	<input checked="" type="checkbox"/>	Kindergarten	LMILLER	01/27/12 2:22PM	
2 2011-2012	<input checked="" type="checkbox"/>	Grade 1	LMILLER	01/27/12 2:22PM	
3 2011-2012	<input checked="" type="checkbox"/>	Grade 2	LMILLER	01/27/12 2:22PM	
4 2011-2012	<input checked="" type="checkbox"/>	Grade 3	LMILLER	01/27/12 2:22PM	
5 2011-2012	<input checked="" type="checkbox"/>	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:

The district superintendent, along with the Local Board of Trustees, or the officers of the governing body of the district, certify that:

- 1) The instructional materials adopted for use in our district are approved for use in our state and are from the state-adopted list of one title to secure funding under Section 28.002 by the Legislature.
- 2) The instructional materials adopted for use in our district are approved for use in our state and are from the state-adopted list of one title to secure funding under Section 28.002 by the Legislature.
- 3) The instructional materials adopted for use in our district are approved for use in our state and are from the state-adopted list of one title to secure funding under Section 28.002 by the Legislature.
- 4) The instructional materials adopted for use in our district are approved for use in our state and are from the state-adopted list of one title to secure funding under Section 28.002 by the Legislature.
- 5) The instructional materials adopted for use in our district are approved for use in our state and are from the state-adopted list of one title to secure funding under Section 28.002 by the Legislature.

SAMPLE ONLY

DO NOT USE

<table border="0" style="width: 100%;"> <tr> <td style="width: 10%;">Certified</td> <td><input checked="" type="checkbox"/></td> <td>Kindergarten</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>Grade 1</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>Grade 2</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>Grade 3</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>Grade 4</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>Grade 5</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>Grade 6</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>Grade 7</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>Grade 8</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>Grade 9</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>Grade 10</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>Grade 11</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>Grade 12</td> </tr> </table>	Certified	<input checked="" type="checkbox"/>	Kindergarten		<input checked="" type="checkbox"/>	Grade 1		<input checked="" type="checkbox"/>	Grade 2		<input checked="" type="checkbox"/>	Grade 3		<input checked="" type="checkbox"/>	Grade 4		<input checked="" type="checkbox"/>	Grade 5		<input checked="" type="checkbox"/>	Grade 6		<input checked="" type="checkbox"/>	Grade 7		<input checked="" type="checkbox"/>	Grade 8		<input checked="" type="checkbox"/>	Grade 9		<input checked="" type="checkbox"/>	Grade 10		<input checked="" type="checkbox"/>	Grade 11		<input checked="" type="checkbox"/>	Grade 12	<table border="0" style="width: 100%;"> <tr> <td style="width: 10%;">Certified</td> <td><input checked="" type="checkbox"/></td> <td>CAREER & TECHNOLOGY EDUCATION (CTE)</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>ENGLISH LANGUAGE PROFICIENCY STANDARDS</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>FINE ARTS</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>HEALTH</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>LANGUAGE ARTS AND READING</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>LANGUAGES OTHER THAN ENGLISH</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>MATHEMATICS</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>SCIENCE</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>SOCIAL STUDIES AND HISTORY</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>TECHNOLOGY APPLICATIONS</td> </tr> </table>	Certified	<input checked="" type="checkbox"/>	CAREER & TECHNOLOGY EDUCATION (CTE)		<input checked="" type="checkbox"/>	ENGLISH LANGUAGE PROFICIENCY STANDARDS		<input checked="" type="checkbox"/>	FINE ARTS		<input checked="" type="checkbox"/>	HEALTH		<input checked="" type="checkbox"/>	LANGUAGE ARTS AND READING		<input checked="" type="checkbox"/>	LANGUAGES OTHER THAN ENGLISH		<input checked="" type="checkbox"/>	MATHEMATICS		<input checked="" type="checkbox"/>	SCIENCE		<input checked="" type="checkbox"/>	SOCIAL STUDIES AND HISTORY		<input checked="" type="checkbox"/>	TECHNOLOGY APPLICATIONS
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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