

February 28, 2013

TO THE ADMINISTRATOR ADDRESSED:

SUBJECT: TEKS Certification for the 2013-2014 Instructional Materials Allotment

Districts and open-enrollment charter schools are required to certify annually to the State Board of Education and the Commissioner that for each subject in the required curriculum students have access to the instructional materials that cover all of the Texas Essential Knowledge and Skills (TEKS).

The certification form for the 2013-2014 school year is available through the Educational Materials (EMAT) system. Instructions for completing the certification are located at <http://www.tea.state.tx.us/WorkArea/DownloadAsset.aspx?id=2147512338>. The EMAT system will open for the 2013-2014 school year on June 12, 2013. The certification form must be received before we can process any requisitions or disbursement requests from districts and open-enrollment charter schools for the 2013-2014 school year.

For EMAT access, the superintendent of each district or open-enrollment charter school verifies the roles of personnel for the EMAT system. The EMAT system allows for two different roles – ‘*ordering*’ access and ‘*view only*’ access. The superintendent of each district or open-enrollment charter school will be able to assign these roles through their TEASE account. Instructions for assigning staff for EMAT ‘*ordering*’ or ‘*view only*’ access are located at <http://www.tea.state.tx.us/WorkArea/DownloadAsset.aspx?id=2147512339>.

The Instructional Materials Allotment and TEKS Certification form must be presented before the local board of trustees or governing body. The superintendent, local board president, and the board secretary are required to sign the form before it can be accepted by the Texas Education Agency (Agency). The certification form can be mailed, faxed, or emailed to the Agency.

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

or Fax form: 512-475-3612 **or** Email form: instructional.materials@tea.state.tx.us

For further assistance with your IMA TEKS Certification or access to EMAT, please contact the Instructional Materials and Educational Technology division at 512-463-9601 or email at instructional.materials@tea.state.tx.us.

Sincerely,

Anita Givens
Associate Commissioner
Standards and Programs

AG/kg