

ATTACHMENT II

Proposed Amendments to *Proclamation 2019*, Schedule of Adoption Procedures

Schedule of Adoption Procedures

2017

January–February 2017 *Proclamation 2019* (for adoption in 2018 and implementation in the 2019–20 school year) is presented to the State Board of Education (SBOE) for discussion.

February–March 2017 TEA conducts a meeting to discuss *Proclamation 2019* with interested publishers.

April 2017 *Proclamation 2019* is presented to the SBOE for action.

June 2017 The *Proclamation 2019 Question and Answer Document* is presented to the SBOE for approval.

August–September 2017

- TEA releases the *Proclamation 2019 Publisher Handbook*.
- TEA conducts a publisher orientation meeting for parties interested in filing a *Statement of Intent to Bid*.
- TEA posts the *Nomination to State Review Panel* form to the TEA website and publicizes the opportunity to nominate panelists. (The nominations are due to TEA in February 2018.)

***Friday, December 8, 2017** The *Statement of Intent to Bid* and the *Company Information Form* are due from publishers to TEA. Publishers must provide detailed specifications regarding the percentage of TEKS that the publisher believes are sufficiently covered and any hardware or special equipment needed to review any item that will be included in an instructional materials submission. Publishers must file all documents by 5:00 p.m. CST.

Note: Only those who file a Statement of Intent to Bid by 5:00 p.m. CST on Friday, December 8, 2017, will be allowed to participate in the adoption process ([19 TAC §66.28\(b\)](#)).

2018

*Friday, January 26, 2018

- The *Complete Description* for each product is due to TEA by 5:00 p.m. CST.
- Each ESC must have designated the person who will supervise the sample instructional materials, published a schedule specifying hours and dates sample materials may be reviewed by the public, and published a news release notifying area schools about sample instructional

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materials, the person to be contacted regarding sample instructional materials, and the hours and dates samples will be available for review by the public.

***Friday, February 23, 2018**

- A preliminary *Correlations to Texas Essential Knowledge and Skills and English Language Proficiency Standards* for one course or grade level is due from publishers to TEA by 5:00 p.m. CST.
- Nominations to the state review panel are due. Nominations must be submitted using the *Nomination to State Review Panel* form.

April–May 2018 TEA notifies state review panel candidates of their appointment to a review panel.

Note: Upon initial contact by a representative of TEA, state review panel nominees begin a no-contact period in which they may ~~not~~ have neither ~~either~~ direct nor ~~or~~ indirect communication with any person having an interest in the adoption process regarding content of instructional materials under evaluation by the panel.

***Friday, April 6, 2018**

- One complete, electronic, pre-adoption sample copy of instructional materials submitted for English language arts and reading, spelling [Spelling] (English), handwriting [Handwriting] (English), English Learners Language Arts, or Personal Financial Literacy including completed *Correlations to the TEKS and the ELPS* is due from publishers to TEA by 5:00 p.m. CDT ([TAC §66.28\(c\)](#)).
- One complete, electronic, pre-adoption sample copy of instructional materials submitted for English language arts and reading, spelling [Spelling] (English), handwriting [Handwriting] (English), English Learners Language Arts, or Personal Financial Literacy including completed *Correlations to the TEKS and the ELPS* is due from publishers to each of the twenty ESCs by 5:00 p.m. CDT ([TAC §66.28\(c\)](#)).

Note: Publishers of new (not currently adopted) digital/electronic programs, including online programs, are required to embed the correlations to the TEKS and the ELPS (if applicable) in the program. These correlations must link to the exact locations of the content that the publisher believes sufficiently addresses each student expectation.

- An electronically signed *Affidavit of Authorship or Contribution*, certifying that each individual whose name is listed as an author or contributor of content submitted for English language arts and reading, spelling [Spelling] (English), handwriting [Handwriting] (English), English Learners Language Arts, or Personal Financial Literacy contributed to the development of the materials and providing a general description of that contribution, is due from publishers to TEA by 5:00 p.m. CDT ([TAC §66.28\(e\)\(1\)](#)).

***Friday, April 20, 2018** By 5:00 p.m. CDT, ESCs must have notified TEA of any irregularities in electronic samples of English language arts and reading, spelling [Spelling] (English), handwriting [Handwriting] (English), English Learners Language Arts, or Personal Financial Literacy materials ([TAC §66.39\(b\)](#)).

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***Friday, May 18 [4], 2018**

- One complete, electronic, pre-adoption sample copy of instructional materials submitted for Spanish language arts and reading, spelling [Spelling] (Spanish), handwriting [Handwriting] (Spanish) including completed *Correlations to the TEKS* is due from publishers to TEA by 5:00 p.m. CDT ([TAC §66.28\(c\)](#)).
- One complete, electronic, pre-adoption sample copy of instructional materials submitted for Spanish language arts and reading, spelling [Spelling] (Spanish), handwriting [Handwriting] (Spanish) including completed *Correlations to the TEKS* is due from publishers to each of the twenty ESCs by 5:00 p.m. CDT ([TAC §66.28\(c\)](#)).

Note: Publishers of new (not currently adopted) digital/electronic programs, including online programs, are required to embed the correlations to the TEKS and the ELPS in the program. These correlations must link to the exact locations of the content that the publisher believes sufficiently addresses each student expectation.

- An electronically signed *Affidavit of Authorship or Contribution*, certifying that each individual whose name is listed as an author or contributor of content submitted for Spanish language arts and reading, spelling [Spelling] (Spanish), handwriting [Handwriting] (Spanish) contributed to the development of the materials and providing a general description of that contribution, is due from publishers to TEA by 5:00 p.m. CDT ([TAC §66.28\(e\)\(1\)](#)).
- ~~[ESCs must have notified TEA of any irregularities in electronic samples of Spanish language arts and reading, Spelling (Spanish), Handwriting (Spanish) materials (TAC §66.39(b)).]~~

***Friday, May 25, 2018** By 5:00 p.m. CDT, ESCs must have notified TEA of any irregularities in electronic samples of Spanish language arts and reading, spelling (Spanish), handwriting (Spanish) materials (TAC §66.39(b)).

May 2018 TEA provides details of upcoming state review panel meetings and instructions to publishers for delivery of materials for the state review panels.

Note: Shipments must include samples that contain all content that will be in the final product. The pre-adoption samples must be functional for review purposes and include their correlations to the TEKS and ELPS (as applicable). Shipments of print versions of samples must include only TEKS-bearing components. Ancillary materials are not permitted at the state review panel meetings. Publishers of instructional materials that require hardware or special equipment must provide appropriate hardware or equipment for the review ([TAC §66.28\(c\)](#)).

June–August 2018

- TEA conducts training for the state review panels ([TAC §66.36\(a\)](#)).
- The state review panels evaluate TEKS and ELPS coverage in instructional materials submitted for adoption ([TAC §66.36\(b\)\(1\)](#)).
- TEA releases a preliminary report on instructional materials under consideration for adoption ([TAC §66.63\(a\)](#)).

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***Friday, August 24, 2018**

- The Certification of Editorial Review is due from publishers to TEA by 5:00 p.m. CDT (TAC §66.28(c)(10)). This form affirms that instructional materials have been edited for accuracy, content, and compliance with proclamation requirements.

***Friday, August 31, 2018**

- Electronic samples of new content that was provided to and approved by the state review panels during the summer review and certification that all new content approved by the state review panel will be included in the final product are due from publishers to TEA by 5:00 p.m. CDT.
- The *Publisher's Identification of Factual Errors and Editorial Changes* either certifying that no corrections or edits are required or listing the corrections and editorial revisions to be made to the instructional materials is due from publishers to TEA by 5:00 p.m. CDT ([TAC §66.28\(c\)\(10\[11\]\)](#)).
- The *Report on Interoperability and Ease of Use* is due from publishers to TEA by 5:00 p.m. CDT[~~EST~~].
- Alleged factual errors in instructional materials under consideration for adoption identified by Texas residents are due to TEA by 5:00 p.m. CDT.
- Official written comments from Texas residents concerning materials under consideration for adoption are due to TEA by 5:00 p.m. CDT.
- *Application for Texas Identification Number* is due from publishers to TEA by 5:00 p.m. CDT.

Note: Written comments and alleged factual errors received by this deadline will be presented to the SBOE at the September meeting and posted to the TEA website. Comments received after the deadline will be forwarded to the SBOE.

***Friday, September 7, 2018**

- Eligible publishers who elect to protest the preliminary report must file a request for a show-cause hearing by 5:00 p.m. CDT ([TAC §66.63\(d\)](#)).

September 2018

- The SBOE will hold a public hearing on instructional materials under consideration for adoption at the regularly scheduled SBOE meeting. An archived webcast of the hearing will be available through the TEA website ([TAC §66.42\(b\)](#)).
- Prior to the public hearing, TEA will post written comments and lists of alleged factual errors to the agency website and provide details regarding the opportunity to provide public testimony at the hearing ([TAC §66.42\(a\)\(3\)](#)).
- Members of the public have the opportunity to request to appear at the public hearing; priority will be given to Texas residents ([TAC §66.42\(b\)\(1\)](#)). Not more than ten working days after the close of the public hearing, publishers may file responses to official written comments and

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public-reported factual errors from Texas residents and to testimony presented at the hearing. Responses must be submitted by 5:00 p.m. CDT.

- Not more than five working days after receiving them, TEA will post copies of responses to written and/or oral testimony on the agency website ([TAC §66.42\(b\)\(4\)](#)).

***Friday, September 28, 2018** *Order Processing Information Form* and initial bids must be submitted in EMAT by 5:00 p.m. CDT ([TAC §66.28\(d\)](#)).

October 2018

- The *Report of Required Corrections* [~~of Factual Errors~~] is posted on the agency website. The report contains errors reported by publishers by the deadline provided in this proclamation and errors reported by the state review panels ([TAC §66.63\(e\)](#)).
- The *List of Instructional Materials Eligible for Adoption Under Proclamation 2019* is posted on the agency website ([TAC §66.63\(e\)](#)).

*Friday, October 19, 2018

- The [~~*Publisher's Certification of Editorial Review and*~~ *Certification of Intent to Correct*] is due from publishers to TEA by 5:00 p.m. CDT ([TAC §~~66.28\(c\)\(11\)~~ 66.66\(b\)\(3\)](#)). This form affirms the publisher's agreement to make [~~that instructional materials have been edited for accuracy, content, and compliance with proclamation requirements and that~~] all required corrections [~~will be made~~] in the *Report of Required Corrections*.
- The *Publisher's Disclosure of Campaign Contributions and Gifts*, listing any political contributions made in the preceding four years to a candidate or member of the SBOE, is due from publishers to TEA by 5:00 p.m. CDT ([SBOE Operating Rule 4.3](#)).

***Tuesday [~~Wednesday~~], November 6 [~~7~~], 2018** Content changes in materials under consideration for adoption made in response to public comment are due by 5:00 p.m. CST ([TAC §66.43\(b\)](#)).

Thursday [~~Friday~~], November 8 [~~9~~], 2018 Content changes received from publishers in response to public comment will be posted on the agency website ([TAC §66.43\(b\)](#)).

***Wednesday, November 14, 2018** Content changes made in response to public testimony provided at the November SBOE meeting are due by 5:00 p.m. CST ([TAC §66.43\(b\)](#)).

November 2018 The SBOE takes action regarding materials submitted under *Proclamation 2019* ([TAC §66.66](#)).

Friday, November 30, 2018 The *List of Instructional Materials Adopted Under Proclamation 2019* is posted on the agency website.

***Friday, December 14, 2018** The *Register of Contact* indicating all visits, meetings, or contact with SBOE members beginning on January 31, 2017, including the date, time, location, and purpose of the communication, is due from publishers to TEA by 5:00 p.m. CST ([TAC §66.4\(b\)](#)).

2019

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Friday, January 11, 2019 TEA provides the contact information of the designated braille producers to publishers of adopted printed instructional materials.

***Friday, January 25, 2019**

- Three print copies of the adopted student materials, one copy of National Instructional Materials Accessibility Standard (NIMAS) files, and a screen shot from the publisher's copy of the National Instructional Materials Access Center (NIMAC) Validation Wizard showing that the file has successfully passed validation with "0 errors, 0 warnings" for both the XML file and OPF file are due from publishers to the designated braille producer by 5:00 p.m. CST ([TAC §66.27\(g\)\(6\)](#)).
- Three print copies and NIMAS files of blackline masters or any other materials included in the teacher component that are intended for student use are due from publishers to the designated braille producer by 5:00 p.m. CST ([TAC §66.27\(g\)\(6\)](#)).
- Supplemental bids are due. Publishers that wish to submit supplemental bids to add to or replace initial official bid submissions must submit bids in EMAT by 5:00 p.m. CST ([TAC §66.28\(d\)\(4\)](#)).
- *Direct Deposit Form* is due from publishers who wish to receive payments for orders via direct deposit to TEA by 5:00 p.m. CST.
- The Form 1295 Certificate of Interested Parties is due from publishers to TEA by 5:00 p.m. CST (Texas Government Code §2252.908).

Friday, April 19, 2019 TEA provides the contact information of the designated large-print and audio producers to publishers of adopted printed instructional materials.

***Friday, May 3, 2019**

- One complete, electronic sample copy that incorporates all required corrections of adopted instructional materials is due from publishers to TEA by 5:00 p.m. CDT. Corrected samples must be identical to the final product that will be sold in EMAT ([TAC §66.28\(c\)\(11\[12\]\)](#)). (TEA may require additional corrected samples for use by contracted reviewers, members of the SBOE, and others.)
- Publishers providing internet-based instructional materials must supply TEA with all information, including locator information and passwords, required to ensure access to their programs throughout the life of the adoption. Any products for which publishers fail to meet this requirement will be removed from EMAT.
- The signed *Publisher's Affidavit* verifying that all required corrections have been made is due from publishers to TEA by 5:00 p.m. CDT ([TAC §66.28\(c\)\(11\[12\]\)](#)).
- The *Certification of Compliance with Manufacturing Standards*, providing the physical specifications of the adopted instructional materials and certifying their adherence to prescribed manufacturing standards, is due from publishers to TEA by 5:00 p.m. CDT ([TAC §66.66\(b\)\(2\)](#)).

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- A report produced by an independent third party verifying that each electronic component follows Web Content Accessibility Guidelines (WCAG) 2.0 AA standards and technical standards required by the Federal Rehabilitation Act, Section 508, is due from publishers to TEA by 5:00 p.m. CDT ([TAC §66.28\(a\)\(2\)](#)).
- Three complete copies of all adopted material intended for student use and one copy of the NIMAS files that incorporate all required corrections are due from publishers to the designated braille producer by 5:00 p.m. CDT. Corrected samples must be identical in content and format to materials that will be provided to school districts after purchase ([TAC §66.27\(g\)\(6\)](#)).
- One complete copy of all adopted material intended for student use and one copy of the NIMAS files that incorporate all required corrections are due from publishers to the designated large-print producer by 5:00 p.m. CDT. Corrected samples must be identical in content and format to materials that will be provided to school districts after purchase ([TAC §66.27\(g\)\(6\)](#)).
- One complete copy of all adopted material intended for student use and one copy of the NIMAS files that incorporate all required corrections are due from publishers to the designated audio producer by 5:00 p.m. CDT. Corrected samples must be identical in content and format to materials that will be provided to school districts after purchase ([TAC §66.27\(g\)\(6\)](#)).
- One copy of the NIMAS files that incorporates all required corrections is due from publishers to TEA by 5:00 p.m. CDT. Corrected samples must be identical in content and format to materials that will be provided to school districts after purchase ([TAC §66.27\(g\)\(6\)](#)).
- One copy of corrected NIMAS files is due to the NIMAC.
- One complete, electronic copy of adopted instructional materials that incorporates all required corrections is due from publishers to each of the twenty ESCs by 5:00 p.m. CDT. Corrected samples must be identical to the final product that will be sold in EMAT ([TAC §66.39\(d\)](#)).
- Publishers providing internet-based instructional materials must supply the ESCs with all information, including locator information and passwords, required to ensure access to their programs throughout the life of the adoption.

Note: Failure to provide any of the deliverables due on Friday, May 3, 2019, will result in the product's removal from the adopted list.

May 2019 Texas public schools that have funding available can begin submitting orders for new instructional materials through EMAT.

June–August 2019

- Publishers distribute adopted instructional materials to Texas public schools ([TAC §66.73](#)). Each publisher must guarantee delivery of or access to instructional materials at least ten business days before the opening day of the 2019–20 school year if the materials have been ordered by July 1, 2019.

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- TEA conducts an audit of all adopted instructional materials to ensure that publishers have made all corrections on the *Report of Required Corrections*. [~~of Factual Errors.~~]