
Note: For provisions regarding instructional materials care, accounting, and disposal, see CMD. Resources regarding the required [instructional materials certification, access to the Educational Materials System \(EMAT\), and disbursement requests](#)¹ can be found on the Texas Education Agency website.

INSTRUCTIONAL
MATERIALS
ALLOTMENT TEAMS

Campus-level and District-level instructional materials allotment teams (IMAT) will be established, as needed, to evaluate, select, and recommend instructional materials and technological equipment to be purchased with the District's instructional materials allotment. The District will provide public transparency and access to the local instructional materials throughout the adoption process.

CAMPUS-LEVEL
IMAT

Members of each campus-level IMAT will include:

1. The principal;
2. Members of the campus site-based decision-making committee, which includes parents, campus staff, community members, and business representatives;
3. One or more classroom teachers with expertise teaching the subject under consideration;

DUTIES OF THE
CAMPUS-LEVEL
IMAT

Each campus-level IMAT will:

1. Prioritize campus instructional needs;
2. Review requests for instructional materials and technological equipment from teachers and campus professional staff in accordance with District educational goals, strategic plans, and technology plans;
3. Apply screening criteria/rubrics and select best fits;
4. Allow an opportunity for a parent or guardian to review the instructional materials under consideration and to provide comments to the campus-level IMAT prior to the recommendations to the District-level IMAT; and
5. Recommend materials for campus use to the District-level IMAT.

DISTRICT-LEVEL
IMAT

Members of the District-level IMAT will include:

1. The Superintendent;
2. The Chief Instructional Officer;
3. The curriculum director;

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4. The instructional materials coordinator;
5. The bilingual/ESL coordinator;
6. Members of the site-based, District-level decision-making committee, which includes parents, District staff, community members, and business representatives;
7. A classroom teacher from each affected campus with expertise in the subject under consideration;
8. The technology director; and
9. The CFO/business manager.

DUTIES OF THE
DISTRICT-LEVEL
IMAT

The IMAT will:

1. Review requests for instructional materials and technological equipment from District-level administrators and professionals and campus-level IMATs in accordance with District educational goals, strategic plans, and technology plans;
2. Apply screening criteria/rubrics and select best fits;
3. Prioritize purchases per available IMA or local funds;
4. Approve or deny requests;
5. Prepare recommendations for Board approval;
6. Prepare the IMA and Texas Essential Knowledge and Skills (TEKS) certification for Superintendent and Board signature;
7. Allow an opportunity for a parent or guardian to review the certification and instructional materials under consideration and to provide comments to the District-level IMAT prior to the IMAT making recommendations to the Board; and
8. After Board approval, send all necessary information to the purchasing coordinator for requisition or disbursement request and purchase.

PUBLIC REVIEW
AND COMMENT

The District-level IMAT will provide 10 District business days for parents to review instructional materials under consideration by the IMAT.

REQUESTING
INSTRUCTIONAL
MATERIALS

Teachers, principals, and other campus- and District-level professional staff may make requests for instructional materials and technological equipment for the following school year in accordance with the following:

CAMPUS-BASED
PROFESSIONALS

Campus-based professional staff should submit requests for instructional materials and technological equipment for use in the

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next school year to the principal by March 30 of the current school year.

If approved by the campus-level IMAT, the request will be forwarded to the District-level IMAT for consideration during the appropriate selection and adoption cycle.

DISTRICT-LEVEL
PROFESSIONALS

District-level professional staff should submit requests for instructional materials and technological equipment for use in the next school year directly to the District-level IMAT by April 30 of the current school year.

¹ Resources regarding the required instructional materials certification, access to the Educational Materials System (EMAT), and disbursement requests: http://tea.texas.gov/Academics/Instructional_Materials/Instructional_Materials_Allotment/Instructional_Materials_Allotment/