
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**

Instructional-level (High School, Middle School and Elementary) 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.

**Instructional-Level
IMAT**

Members of each instructional-level IMAT will include:

1. The Superintendent;
2. Assistant Superintendent for Curriculum and Instruction
3. Grade-level Principals;
4. Business Manager;
5. Bilingual/ESL Coordinator;
6. One instructional-level teacher from each campus per subject area;
7. One non-educational member from each campus site-based decision making committee;
8. Instructional-level Curriculum Coordinator
9. Instructional Technology Specialist
10. CTE Director (if needed)

The Instructional-level Curriculum Coordinator will serve as the chair of the Instructional-level IMAT Committee.

***Duties of the
Instructional-
Level IMAT***

Each campus-level IMAT will:

1. Prioritize grade-level 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 instructional-level IMAT prior to the recommendations to the District-level IMAT; and
5. Recommend materials for instructional level use to the District-level IMAT.

District-Level IMAT

Members of the District-level IMAT will include:

1. The Superintendent;
2. Assistant Superintendent for Curriculum and Instruction;
3. Grade-level Principals;
4. Business Manager;
5. Bilingual/ESL Coordinator;
6. A classroom teacher from each affected campus, per subject area;
7. Technology Director;
8. Curriculum Coordinator from affected subject and/or grade-level;
9. Two non-educational members of the district site-based committee.

The Assistant Superintendent for Curriculum and Instruction will serve as the chair of the district IMAT Committee.

*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 instructional-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 three 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 next school year to the Curriculum Coordinator by January 15 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 February 15 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/