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

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.

District-Level IMAT

Members of each district-level IMAT will include:

1. The curriculum director;
2. The instructional materials coordinator;
3. The bilingual/ESL representative;
4. One or more classroom teachers with expertise teaching the subject under consideration;

Duties of the District-Level IMAT

District-level IMAT will:

1. Prioritize District 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 prior to the recommendations for Board approval; and
5. Prioritize purchases per available IMA or local funds;
6. Approve or deny requests;
7. Prepare the IMA and Texas Essential Knowledge and Skills (TEKS) certification for Superintendent and Board signature;
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 ten 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 campus principal by last Friday in March of the current school year.

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 the last Friday in April.