

Return Shipments to STRC

The Instructional Materials and Educational Technology division of the Texas Education Agency will be sending out instructions through our EMAT broadcast email to all Textbook Coordinators regarding Braille and Large Type returns to the Special Textbook Redistribution Center (STRC). These new instructions will facilitate the return of accessible materials to the STRC.

IMA Frequently Asked Questions Updated

The Frequently Asked Questions, on the Instructional Materials and Educational Technology website under the Instructional Materials Allotment section, have been updated to include two new sections regarding Allotment Disbursements. To review the updated frequently asked questions, go to <http://www.tea.state.tx.us/index2.aspx?id=2147501653>

Salary Disbursement Request Instructions

With the passage of SB 6, school districts and charter schools can use their Instructional Materials Allotment (IMA) funds to pay:

- (A) for training educational personnel directly involved in student learning in the appropriate use of instructional materials and for providing access to technological equipment for instructional use; and
- (B) the salary and other expenses of an employee who provides technical support for the use of technological equipment directly involved in student learning.

Allotment disbursement requests for Salaries will be approved; however, the disbursement requests should be completed in three (3) increments per school year. Districts will be responsible for submitting the separate disbursement requests, indicating the pay period on each submission. The requests should be submitted in EMAT at the end of November, the end of February and at the end of the contract date for the 2011 – 2012 school year.

Each request should cover the dates as indicated below:

November – September, October, November

February – December, January, February

End of contract for the 2011-2012 school year – March – August (as applicable)

School districts and charter schools that have already submitted a disbursement request will need to cancel the disbursement and submit a new disbursement at the end of November, requesting only the amount to recover allowable salary expenditures for the months of September, October and November. Disbursement requests for salaries will always be a reimbursement to the district's payroll for each position.

TCAT Conference December 4th – December 7th

The Instructional Materials and Educational Technology division of the Texas Education Agency staff will be presenting and conducting EMAT training on requisitions and disbursements at the TCAT conference this year. Please visit www.tcat.org for more details on the conference.

Please contact the Instructional Materials and Educational Technology division of the Texas Education Agency with any questions at 512-463-9601 or email at instructional.materials@tea.state.tx.us.