

The background features a white central area with abstract blue geometric shapes on the left and right sides. These shapes include various shades of blue, from light to dark, forming overlapping triangles and polygons. The overall design is clean and modern.

Mid-Year Processes

Agenda

- ▶ Semester Courses Enrollment
- ▶ Warehouse Audits
- ▶ Braille/Large Print
- ▶ Consumable Orders
- ▶ District IMA Decision Meeting
- ▶ New Purchases for Board Approval
- ▶ EMAT Closes



Semester Courses Enrollment

- ▶ Check Enrollment for semester course
 - ▶ Example: Government, Economics or Dual Credit Classes
- ▶ Prepare Orders
- ▶ Fill Orders as Needed
- ▶ Deliver Books to Campuses



Warehouse Audits

- ▶ Create Inventory Sheet
- ▶ Count Books Stored in Warehouse
- ▶ Verify Numbers in Tracking System
- ▶ Correct Inventory System by New Counts



Braille/Large Print

- ▶ Make Sure it is a Full Set
- ▶ Fill Out Form Online to Send Back to State
- ▶ Label Boxes 1 of ?
- ▶ Special Textbook Redistribution Center is Now Open and Remain Open Year Round (Closed on Winter and Spring Break)
- ▶ Contact Shipping Company for Pick Up
 - ▶ Over 150 lbs is Fedex Freight
 - ▶ Under 150 lbs is Lone Star

<https://tea.texas.gov/academics/instructional-materials/state-adopted-instructional-materials/returning-accessible-materials>

Consumable Orders

- ▶ Create Spreadsheet to Send to Campuses
- ▶ Give a Deadline Date of When Spreadsheet is Due Back to You
- ▶ Compile District Spreadsheet of Needs to Send to Publisher
- ▶ Send Order to Publisher
- ▶ Get Quotes on Consumables Needed for Gap Years
- ▶ Order Any Extra Materials Needed
- ▶ Create Orders in Tracking System of by Spreadsheet
- ▶ Fill Orders by Campus if You Have Space to Store and Enough Surplus Materials

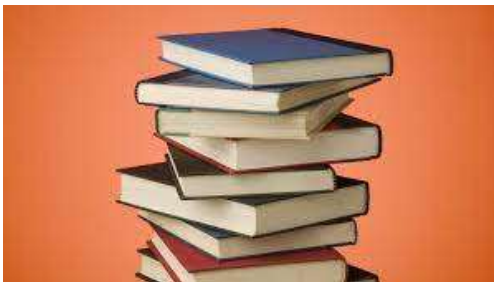
District IMA Decision Meeting

- ▶ Online Licenses for Expired Adoptions
- ▶ Additional Consumables for Expired Adoptions
- ▶ AP and Dual Credit Books
- ▶ New Courses Being Taught
- ▶ Other Departments Requesting to Use IMTA Funds



New Purchases for Board Approval

- ▶ New Adoptions
- ▶ Online Licenses
- ▶ New Courses
- ▶ New Programs to District



EMAT Closes

- ▶ EMAT Closes in April
- ▶ TEKS Certification



Select a School Year: 2022-2023 | Select a District/Charter: 20961 | ARLINGTON ISD

Abatement & TEKS Certification form was received on 4/30/22.

Confirm Contacts | Confirm Addresses

Individual Materials Allotment Usage for School Year 2022-2023

Used: 284 | Remaining: 216

Remaining Materials: 86,349,613 | Available Allotment: 86,349,613

EMAT

EMAT Inventory Browser
Reports
Abatement Disbursement
Freight Inbound
Report Lost/Damaged/Destroyed

AIM

AIM Inventory Browser
Reports
Report Lost/Damaged/Destroyed
Site to STIC

Receive AIM Vendor Shipments

Show Announcements | Hide Complete Requests

EMAT Requestion List				AIM Requestion List			
Requestion ID	Last Updated	Requestion Type		Requestion ID	Last Updated	Requestion Type	
NEXT		Assignment/Commitment Requestion	Create New Requestion	NEXT		AIM - Audio Requestion	Create New Requestion
NEXT		Assignment/Program Requestion	Create New Requestion	NEXT		AIM - Braille Requestion	Create New Requestion
000172848	06/02/22	Assignment/Program Requestion	Complete	NEXT		AIM - Caption Requestion	Create New Requestion
000174339	06/17/22	Assignment/Program Requestion	Complete	000172844	06/08/2022	AIM - Large Print Requestion	Create New Requestion
000174373	06/03/23	Assignment/Program Requestion	Complete	000172850	06/08/2022	AIM - Large Print Requestion	Complete
000174571	06/07/22	Assignment/Program Requestion	Complete	000174877	06/30/2022	AIM - Large Print Requestion	Complete
000174831	06/29/22	Assignment/Program Requestion	Complete				
000175286	06/04/22	Assignment/Program Requestion	Complete				
000175387	11/09/22	Assignment/Program Requestion	Complete				