

# Texas Resource Review Publisher Manual

This manual provides an overview of the [Texas Resource Review](#) (TRR), step-by-step instructions for publishers, and links to important electronic documents, forms, and additional online information.

TRR provides objective reviews of instructional materials. Our review process is fully transparent, and we encourage participating publishers to learn more about [our process](#), [our rubrics](#), and how we uphold [our commitments](#) to Texas students and teachers.

## The Legislation Behind TRR

In 2017, the State of Texas passed HB 3526, which directed the Texas Education Agency (TEA) to create and maintain a web portal to assist local education agencies (LEAs) in selecting materials. As part of the legislation, TEA facilitates TRR to ensure LEAs have vital information needed for purchasing decisions. The review process is managed by a third party, Safal Partners, as required by the law. For more details, review Texas Education Code [Sections 31.081–31.084](#).

**Reviewed products are featured on the TRR website, which is freely accessible to all districts. Participating in a quality review does not mean a product will be included on the State Board of Education adoption list.**

Only products submitted for adoption by the State Board of Education (SBOE) in response to a proclamation can be considered for/included on the state bid list, placed under state contract, and listed in the EMAT ordering system. For more information about state adoption, visit the TEA [publisher portal](#).

## Materials Selected for Review

Instructional materials can be selected for the review process in the following ways:

- The publisher submits an application to be considered for an upcoming review cycle.
- Materials may be chosen for review if eligible based on the SBOE TRR recommendations voted on in 2019. This includes materials on existing state adopted lists and materials being considered for state adoption in response to [an upcoming proclamation](#).
- More than 10% of Texas school districts make a request.

TEA can only review products in subject areas and grade bands where a finalized quality rubric has been developed.

## The Rubrics

Custom rubrics are developed for each review cycle based on the content area and grade band with some sections common across all rubrics. Rubrics are developed with input from Texas educators, educator organizations, publishers, the public, and TEA content experts.

**Rubrics remain stable through the entire review cycle so publishers always know what components of quality will be assessed.**

Previously developed rubrics include:

- [English Language Arts and Reading Grades K-2](#)
- [English Language Arts and Reading Grades 3-8](#)
- [English I-English IV Grades 9-12](#)
- [Prekindergarten Systems Rubric](#)
- [Foundational Literacy K-2 Rubric](#)
- [Mathematics K-8 Rubric](#)

## The Application Process

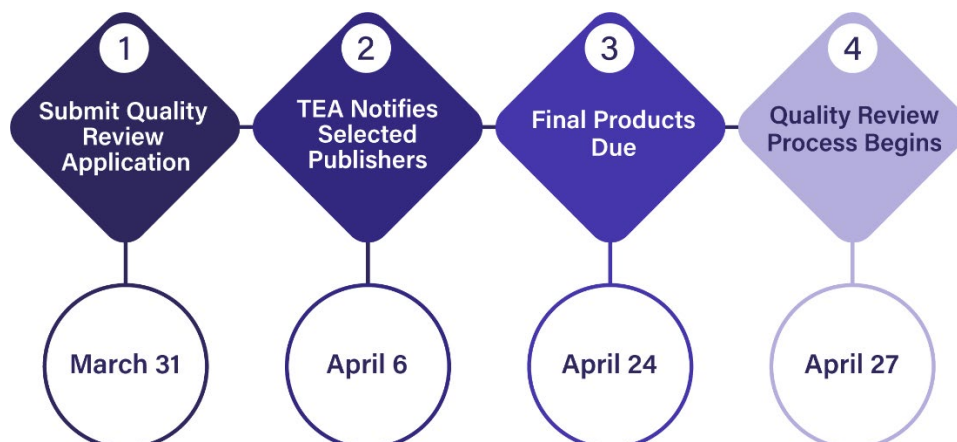
### Publisher submits an application

To apply for TRR, a publisher must first submit a [Quality Review Application](#). This binding agreement constitutes a publisher's intent to submit materials. To determine which products to review, TEA considers all applications, requests from school districts, the list of eligible products based on the SBOE recommendations, district need, and review team capacity.

### TEA selects products for review and notifies publishers

TEA notifies applicants whether they have been selected for the next review cycle or placed on a waitlist for future consideration. Publishers on the waitlist may be notified of openings at any point in time before the quality review cycle officially begins.

## June 2020 Application Schedule



### Publisher submits final products

Publishers selected for a quality review must submit final versions of all products and required documents on or before the deadlines indicated for the review cycle.

**The final product submission deadline is also the last day a publisher can withdraw from the review process.**

To officially withdraw, a publisher must email [texasresourcereview@tea.texas.gov](mailto:texasresourcereview@tea.texas.gov) with the subject line "Withdrawal." When a publisher withdraws from the process, a publisher on the waitlist may be immediately notified of an opening and will have two business days to accept the opening.

### Quality review process officially begins

The review process starts the next business day after the withdrawal deadline. At this point, publishers can no longer withdraw a product from the process. Throughout the review process, publishers must continue to provide additional documentation and assets on or before the deadlines indicated in the last section of this manual.

## The Quality Review Process



## Review Management Requirements

All publishers participating in the review process are required to:

- Provide an identification number from the Texas Secretary of State ([application available online](#)) to prove eligibility for conducting business in the State of Texas
- Submit all required deliverables and completed forms by the deadlines indicated in this manual or otherwise communicated by the TRR team
- Acknowledge TEA and its designee have final authority for determining all evidence of quality
- Verify copyright ownership of the instructional materials and verify that the individual submitting the materials is legally authorized to act on behalf of the company
- Verify that materials have not been authored by a current TEA employee or an employee of the quality review management company
- Agree that its employees, designees, or affiliates shall not contact reviewers throughout the duration of the process without written permission from TEA
- Assume responsibility for all expenses incurred by participation in the review process (TEA does not guarantee return of instructional materials)

## Product Submission Requirements

Publishers must provide complete versions of final products (digital materials, print materials, or electronic copies of print materials).

Publishers may be asked to provide TEA and education service centers with product samples for public review that match the actual products available for purchase. It is permissible to add a “draft” watermark to protect copyrighted information.

All materials and samples submitted must:

- Cover a full grade level for the subject area designated in the application
- Include materials intended for student and teacher use and access to components linked or referenced within the materials
- Remain final and unchanged during the entire review period unless approved by TEA
- Comply with all accessibility requirements listed in Texas Administrative Code [Section 66.28\(2\)](#) for electronic and print materials
- Not use common core state standards to satisfy TEKS alignment, according to Texas Education Code [Section 28.002\(b\)](#)

Publishers must complete a [Certification of Editorial Review](#) confirming that all materials were edited for accuracy, freedom from factual errors, and appropriateness of content prior to submitting them for review. All materials also will be checked for TEKS and ELPS correlation as part of the review process.

## Electronic Access Requirements

Publishers must give reviewers full electronic access (except prekindergarten materials submitted in physical form) to the materials for the entire review period. This includes but is not limited to:

- Internet location (URL), keycodes, passwords, and other login information
- Access that allows for multiple simultaneous users (minimum of five) and word search capability
- System requirements, specialized hardware, or other equipment necessary to open or access all student and teacher materials

## Required Assets and Documents

As part of the review process, publishers agree to supply TRR with certain assets, documentation, and information. This allows us to give your company proper recognition and visibility on the TRR website and to provide local districts with comprehensive product information. Please refer to the last section of this manual for deadlines.

**TRR provides publishers with step-by-step email instructions, webinars, and one-on-one support as needed throughout the quality review process.**

Once a product has been selected for quality review, the publisher agrees to provide:

- Company logo and product image files
- Product overview, price information, technology components, professional learning opportunities, and additional language supports (using the form provided by TRR via email)
- URLs for your company website and social media (Facebook, Twitter, YouTube, Instagram, LinkedIn)
- All required forms (provided by TRR via email or online) by the deadlines indicated in this manual or otherwise communicated by TRR

Publishers should NOT submit:

- Letters, brochures, business cards, or other promotional materials
- Materials outside of those listed on the [Quality Review Application](#) and the accompanying component list (provided by TRR via email)

For additional questions about submitting documentation or product information, email us at [texasresourcereview@tea.texas.gov](mailto:texasresourcereview@tea.texas.gov).

## Publisher Response Opportunities

TRR welcomes publisher feedback. Publishers have an opportunity to respond to reviews before they are published on the TRR website.

**Once a review is complete, the publisher is granted access to an electronic version of the embargoed report.**

The report includes the completed quality review, TEKS alignment percentage, and a list of any errors found during the review process.

The publisher is invited to respond to the embargoed report in any of the following ways:

### Appeals

The publisher can explain how factual errors will be addressed, identify anything the review team omitted that could affect the quality review, clarify information, and direct the quality review team to reassess specific indicators.

### Limited Content Edits

TEA seeks to create opportunities for continuous improvement of products. However, publishers are not allowed to make changes to products that impact the approved TEKS and ELPS percentage approved by the State Board of Education (SBOE) as part of a proclamation or the quality review process ([§§66.75 and 66.76](#)). To remain compliant with this regulation: Publishers have three weeks to make minor edits to their product and request a quality re-review of up to three quality indicators. TEA staff will review the edits to ensure the TEKS and ELPS percentage will not be impacted before sending the accepted changes to the quality review teams for re-review. Any changes to the product that impact the TEKS and ELPS approved percentage will not be considered by quality reviewers. Publishers wishing to make more substantial edits to the product can resubmit it to a future quality review cycle.

### Final Comments

Once appeals or minor edits have been completed and the review is finalized, a publisher still may write a final response that will be made public on the TRR website after TEA approval.

## June 2020 Review Cycle

Applications received after the deadline for this cycle will be considered for later review cycles. TRR will provide additional instructions via email for submitting all required deliverables and forms listed on this schedule.

**Products submitted to [proclamation 2021](#) must adhere to deadlines associated with it.**

### Application Schedule

#### March 31

Quality Review Application deadline

#### April 6

TRR notifies publishers selected for review

### Quality Review Schedule

#### April 8

Webinar: Required Documents and Optional Items

#### April 24

**Last day a publisher can withdraw**

Deadline for electronic access to materials (username, password, etc.)

Affidavit of Authorship form due \*

Certification of Editorial Review form due\*

Disclosure of Campaign Contributions and Gifts form due\*

Preliminary TEKS/ELPS correlations due\*\*

#### April 27

**TRR initiates quality review process**

#### May 15

Publisher logo files and product images due

Publisher and product website and social media URLs due

Description of Professional Development form due

Technical Specifications form due

Component List form due

Complete TEKS/ELPS correlations due

#### June 1

Checklist of minimum requirements due (optional)

Orientation video due (optional)

Quality Rubric Correlation form due (optional)

**October 9**

Publishers gain access to embargoed reviews

**October 30**

Publisher responses/correction plans due

**November 13**

Final reviews sent to publishers

**November 20**

Final publisher comments due

Reviews published online

\* Publishers participating in state instructional materials adoption are not required to resubmit this form.

\*\* Publishers are strongly encouraged to submit a draft of correlations (at least 2 pages) so TRR can provide feedback or additional guidance before publisher proceeds with correlations for additional products.