Texas Resource Review Publisher Manual

www.texasresourcereview.org

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Overview

This manual includes an overview of the [Texas Resource Review](#) (TRR) and requirements for publisher participation.

The TRR provides detailed, comprehensive, objective quality reviews of instructional materials intended for use in Texas classrooms so districts can easily compare options and make informed purchasing decisions. The 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 [House Bill 3526](#), which directed the Texas Education Agency (TEA) to create and maintain a web portal to assist local education agencies (LEAs) in selecting high-quality instructional materials. To comply with the legislation, the TEA facilitates the TRR to ensure LEAs have vital information needed to make the best purchasing decisions. The review process is managed by an independent third-party vendor, as required by the law. Reviewed products are then featured on the [TRR website](#), which is freely accessible to all districts and students. For more details, review Texas Education Code (TEC), §[31.081–31.084](#).

Materials Selection

Instructional materials are selected for the quality review process in one of the following ways ([19 Texas Administrative Code (TAC) §66.1403](#)):

- The publisher submits an application to be considered for an upcoming review cycle.

- The product is on an existing State Board of Education (SBOE) [adopted list](#) or being considered for SBOE adoption in response to [an upcoming proclamation](#).

- More than 10% of Texas school districts make a request.

Instructional materials can only be reviewed in subject areas and grade bands where a quality rubric has been developed.

Only those materials submitted for adoption by the SBOE in response to a proclamation can be considered for/included on the SBOE adopted list, placed under state contract, and listed in the statewide ordering system. For more information about the SBOE's review and adoption of instructional materials process, visit the TEA [Review and Adoption Process webpage](#).

Rubric Development

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

Rubrics remain static through the entire review cycle so publishers always know what indicators of quality will be assessed.

You can find previously developed quality rubrics on the Rubric Development webpage.

The Quality Review Process

Quality Application and Other Forms

Publishers may apply for TRR by submitting an application. This binding agreement constitutes a publisher's intent to submit materials. To determine which materials to review, the TEA considers all applications, requests from school districts, the list of eligible materials under consideration for adoption by the SBOE, district need, and review team capacity.

Publishers may be required to demonstrate that instructional materials submitted for review meet specific requirements. Materials that do not meet the requirements will not be reviewed. The TEA and/or the independent third-party vendor will communicate information about the requirements to interested publishers.

Publishers who have been selected because they have materials adopted, are under consideration for adoption by the SBOE, or have been nominated by 10% of Texas school districts will be notified and asked to submit an application to ensure the TEA has the correct information on file.

The TEA or the independent third-party vendor notifies publishers 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 any time before the quality review cycle officially begins.

Publishers are also required to submit additional forms based on the review cycle. All TRR forms can be found on the TEA Publisher Portal website.

Review Process

The TEA has contracted with a third-party to conduct an independent review to assess the quality of instructional materials (TEC, §31.082(a)). The third-party vendor recruits and trains reviewers, facilitates the quality review using the appropriate quality rubric, manages the publisher deliverables and appeals process, and prepares the final quality reports.

It is crucial that publishers provide all information needed for the review and that the materials under review are not changed in any way during the review period (19 TAC §66.1045(a)(4)–(7)).

All publishers participating in the review process are required to acknowledge that the TEA and the designated vendor have final authority for determining all evidence of quality and agree to other assurances listed on the application.

Throughout the review process, publishers must provide additional documentation and assets on or before the deadlines indicated in the quality review timeline.

Quality reviewers undergo extensive training sessions. Once trained, they serve on committees to evaluate the materials for quality using the approved rubric, collect evidence, and participate in meetings to reach consensus on scoring instructional materials. The reviewers produce comprehensive reports that are shared with the publisher. After reviewing the report, a publisher may appeal the results, provide comments, and/or request minor revisions.

Publishers may not contact reviewers without written permission from the TEA and must assume responsibility for all expenses incurred by participation in the review process.

Withdrawals and Waitlist

Any publisher who voluntarily submits an application to participate in the quality review may withdraw the application if the request to withdraw is received by the deadline specified in the review cycle timeline (19 TAC §66.1405(c)).

Publishers who are selected because they are on the SBOE adopted list, have materials under consideration for adoption, or who have been nominated by at least 10% of districts may not withdraw from the review process.

To officially withdraw, you must submit a TRR help desk ticket and include the program title and review cycle by the deadline specified in the timeline. Notification of withdraw is final and irrevocable.

When a publisher withdraws from the process, a publisher on the waitlist may be notified of an opening and will have two business days to accept the invitation.

Standards-Alignment Review

As part of the quality review process, instructional materials not adopted by the SBOE are reviewed for standards-alignment.

The TEA or the independent third-party vendor will facilitate the standards-alignment review to determine the percentage of Texas Essential Knowledge and Skills (TEKS) and applicable English language proficiency standards (ELPS) covered in the materials (TEC, §31.082(2)).

Publishers use a TEA-supplied correlation to indicate where the specific content is found. No other format will be accepted.

The reviewers use the publisher-supplied TEKS/ELPS correlations as the primary resource when conducting the standards-alignment review. The best, most-closely-aligned content should be provided in the correlations.

An instructional material's TEKS percentage is calculated by dividing the number of student expectations (SEs) that are addressed by the total number of SEs or dividing the number of breakouts that are addressed by the total number of breakouts for specific calls for supplemental materials.

An SE is addressed only if every associated breakout is addressed. A breakout is addressed only if the reviewers accept a citation that provides an opportunity for the student to learn or the teacher to teach the knowledge or skill (narrative citation) and a citation that provides an opportunity for the student to demonstrate the knowledge or practice the skill (activity citation).

Publishers will receive two TEKS percentages and two ELPS percentages—one for student materials and another for teacher materials.

The TEA or the independent third-party vendor will provide additional details regarding the standards-alignment review process and dates of the review meeting.

Education Service Centers Verification

Education service centers (ESCs) review and validate the quality reviews to support the committee's findings. Once validated, the reports are sent to publishers.

Publisher Appeals

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.

Publishers can respond to the embargoed report by submitting appeals and/or providing limited content edits within the review cycle timeline. Appeals can include identifying errors and/or omissions in the embargoed report or providing new content for up to three indicators to be included in the final report. Publishers who provide new content in adopted instructional materials must also follow the SBOE Content Updates and Substitution Request process. Publishers who provide new content in materials under consideration for adoption must follow the specific process included in the SBOE proclamation.

The publisher appeals are provided to the quality review team for consideration. The review team responds to each item regardless of whether the appeals result in updates or score changes in the final report. Publishers receive a copy of the annotated report prior to publication.

Publisher Response to Final Report

Publishers are provided access to the final report after appeals have been completed. At this time, publishers have the opportunity to provide a general response in which publishers can respond to the content in the final quality report.

The publisher response can highlight the product and include any benefits of resources to schools and educators. The response can also note any future additions the publisher plans to make; however, all changes made to a SBOE adopted product must follow the SBOE Content Updates and Substitution Request process.

The response should not include feedback for the TEA on the process or overall review cycle.

Final Report

Once appeals and/or content edits have been reviewed and finalized, the final report is published on the TRR website. The report includes the completed quality review scores and evidence and standards-alignment percentage.

General Feedback

The TEA welcomes publisher's feedback on the review process. Publishers can submit a TRR help desk ticket to share specific feedback with the TEA and the independent third-party vendor.

Publisher Deliverables

You must submit all applicable forms and deliverables by the deadline regardless of how they are selected for participation. You can find the specific deadlines in the review cycle timeline.

Forms can be found on the TRR Required Forms document on the TEA Publisher Portal.

Additional Language Supports

You are required to submit a signed *Additional Language Supports* form for each program. The electronically signed form provides information about materials provided in languages other than English. This information will be posted alongside the results of your quality review and is intended to assist districts in making local adoption decisions.

Affidavit of Authorship or Contribution

You are required to submit a signed *Affidavit of Authorship or Contribution* for each program. The electronically signed form certifies that each individual whose name is listed as an author or contributor of content contributed to the development of the materials and the materials have not been authored or contributed to by a current employee of the TEA.

If you have adopted materials or materials under consideration for adoption, you do not have to submit this form as part of the TRR process.

Application

If you wish to participate in a specific review cycle, you are required to submit an application by the deadline.

If you have been selected to be reviewed by 10% of districts or have adopted materials or materials under consideration for adoption, you will be asked to submit an application to ensure the TEA has the correct information on file.

Different cycles may include additional requirements on the application to be reviewed. The TEA and/or the independent third-party vendor will communicate the information to all interested publishers.

Assurances

You must commit to certain assurances when submitting your quality review cycle application. The assurances apply to all materials submitted for the TRR.

- Publishers acknowledges that they may be required to demonstrate that instructional materials submitted for review meet specific requirements. Materials that do not meet the requirements will not be reviewed

- Publisher acknowledges that instructional materials will be prioritized for review based on criteria outlined by the TEA.

- Publisher ensures that instructional materials submitted to the TRR remain unchanged throughout the review period according to the quality review schedule unless changes are approved by the TEA.

- Publisher agrees that instructional materials submitted to the TRR are free from factual errors (TEC, §31.151(a)(4)) and affirms that instructional materials have been edited for accuracy and are free from factual errors.

- Publisher agrees that only instructional materials listed on the quality application and component list are included for review.

- Publisher confirms that a current TEA employee or employee of the independent third-party vendor has not authored or contributed to the instructional material (19 TAC §66.1405(b)).

- Publisher agrees to exclude letters, promotional brochures, business cards, or other sales or marketing materials from the instructional materials submitted for review.

- Publisher agrees to make all components of submitted instructional materials available for reviewers for the entire duration of the review period.

- Publisher agrees to assume responsibility for all expenses of providing materials to participate in the review process. The TEA does not guarantee the return of instructional materials.

- Publisher acknowledges that the TEA and its designee have final authority for determining all evidence of quality.

- Publisher affirms that it is approved to conduct business in the State of Texas.

- Publisher affirms that it is the copyright owner of the instructional materials.

- Publisher agrees that its employees, designees, or affiliates shall not contact reviewers throughout the duration of the process without written permission from the TEA.

- Publisher affirms that the individual submitting forms and materials is legally authorized to act on behalf of the publisher.

- Publisher acknowledges that they may be asked to provide a sample, including access information and passwords, for public view of their instructional materials to the TEA and one or more education service center. It is permissible to add a "draft" watermark to protect copyrighted information. Sample materials must match the format of the products to be provided to LEAs that purchase the product and remain available until final versions of products are available for purchase.

- Publisher acknowledges that submitted electronic instructional materials follow the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA and technical standards required by the Federal Rehabilitation Act, Section 508.

- Publisher acknowledges that the TEA or designated third-party vendor has the authority to verify accessibility compliance and notify publishers of non-compliance issues. (Non-compliant programs will be identified as such on the TRR website.)

- Publisher agrees to complete all required submission forms by the deadline stated in the review cycle timeline or otherwise communicated by the TEA.

- Publisher acknowledges that quality reviews will be completed using electronic versions of instructional materials, except prekindergarten materials submitted in physical form.

- Publisher agrees to provide public access to online products, including internet location (URL), keycodes, passwords and other login information to be published on the TRR website for as long as the quality review is available.

- Publisher agrees to submit and provide complete versions of final products that cover a full grade level for the subject area designated on the application.

- Publisher agrees to submit and provide complete versions of final products that include all materials intended for student use and those intended for teacher use and include access to components linked or referenced within teachers and/or student materials that come with the purchase of the student or teacher materials.

- Publisher agrees to submit and provide complete versions of final products including electronic copies of print materials, digital materials, or print materials.

- Publisher agrees to provide any necessary hardware required for the review of all items submitted for the quality review if the review is held in-person.

- Publisher agrees to provide capacity for at least five simultaneous users.

- Publisher agrees to provide a word search feature in the program.

- Publisher agrees to provide specialized computer hardware or other equipment necessary to open or access any items included in a student or teacher component of submitted instructional materials for the duration of the quality review period if the review is held in-person.

Different cycles may include additional assurances and qualifications to be reviewed. The TEA and/or the independent third-party vendor will communicate the information to all interested publishers.

All assurances are also listed in the publisher application.

Certification of Editorial Review

You are obligated to ensure that instructional materials are free from factual errors. You must submit the *Certification of Editorial Review* affirming that instructional materials

have been edited for accuracy, content, and compliance with the requirements of the review cycle. You must submit one form for each program.

If you have adopted materials or materials under consideration for adoption, you do not have to submit this form as part of the TRR process.

Company Logo and Product Images

The TRR website includes a page for each publisher with links to the company website, social media, and other company information. To help promote company identity, you are encouraged to provide a company logo and product images.

Company logos should meet the following requirements:

- Be close to square as possible.

- Display optimally between 330 x 330–440 x 440 pixels.

- Be in .jpg or .png format.

Product images should meet the following requirements:

- Be a single "book cover" type image.

- Be vertically orientated rectangles.

- Display optimally between 550–600 pixels wide.

- Be in .jpg or .png format.

Examples of the company logo and product images are available on the TRR website.

Component List

Reviewers must have access to every component and resource that is included with any purchase of the program, regardless of the bundle or package selected by the customer. The component list is a comprehensive list of these components and a list of resources included in each component. You may not add any components, resources, and/or change or add content once the review begins (19 TAC §66.1405(a)(4)).

The component list should include:

- Student edition or materials (e.g., student book, additional books that come with purchase)

- Teacher edition of materials (e.g., Teacher Guide)

- Assessments and progress monitoring tools

- Research lists

- Comprehensive book list

Reviewers will only pull evidence from components listed on the component list, so it is important to ensure the list is accurate and complete.

You may also add a brief description of the components to ensure reviewers have the appropriate access information.

The information may not include any sales or marketing materials and will be reviewed by the TEA and/or the independent third-party vendor prior to sharing with reviewers.

The TEA and/or the independent third-party vendor will provide a template for publishers to submit their component list.

Component Navigation Guide (Optional)

You may provide information intended to guide reviewers through each component and resource included on the component list. The information should highlight specific pages that help users gain a full understanding of the program's components, purpose, and use.

The information can be a one-page document or a short, guided video.

The information may not include any sales or marketing materials and will be reviewed by the TEA and/or the independent third-party vendor prior to sharing with reviewers.

Disclosure of Campaign Contributions and Gifts

You must disclose any political contributions made in the preceding four years to a candidate for or current member of the Texas SBOE, in accordance with SBOE Operating Rule 4.3.

If you have adopted materials or materials under consideration for adoption, you do not have to submit this form as part of the TRR process.

Electronic Access to Materials

Quality and standards-alignment reviews may be conducted virtually, and reviewers must have electronic access to full and complete versions of the materials. You must provide all information necessary to access the materials including URLs, usernames, and passwords (19 TAC §66.1405(a)(5)–(7)).

You must ensure the following:

- Reviewers have access to every component and resource offered to districts who purchase the base package.

- Login credentials allow access for a minimum of five simultaneous users.

- The material includes word search capability.

- The content in the electronic version remains unchanged from the time the review begins until the final reports are published.

- The materials are complete, final, and fully functional.

- The materials include all components intended for student and teacher use and access to all components and resources linked or referenced on the *Component List*.

It is not necessary for reviewers to have access to every manipulative or decodable book. You may provide a list of those items and access to a representative sample of decodable books.

You may be asked to provide the TEA and ESCs with electronic access for public review. It is permissible to add a "draft" watermark to protect copyrighted information (19 TAC §66.1405(a)(10)).

Electronic access must remain active until final reviews are posted.

If reviewers experience challenges accessing digital content, you may be asked to provide print copies of some or all components. The TEA does not guarantee return of print instructional materials (19 TAC §66.1405(a)(11)).

Orientation Video (Optional)

You may record and submit a video that includes the following information:

- Research-based reasoning for how the information is organized

- Brief descriptions of each component

- Navigation instructions

The video may not exceed 10 minutes in length.

The video may not include any sales or marketing information and will be reviewed by the TEA and/or the independent third-party vendor prior to sharing it with reviewers.

Price Information

You must provide pricing information for each grade-level program. You can submit one form for a grade-band if the information is identical. This information will be posted alongside the results of the quality review report and is intended to assist districts in making local adoption decisions.

If you have adopted materials or materials under consideration for adoption, you are required to include the most recent pricing included on the *Official Bid* and/or *Instructional Materials Exhibit A*.

Professional Learning

You must provide information about the professional development you recommend to districts that adopt your materials. This information will be posted alongside the results of your quality review and is intended to assist districts in making local adoption decisions.

Publisher Appeals & Response to Final Report (Optional)

You will have two opportunities to respond: 1) Appeals and 2) Official response to the final report to be added alongside the final report published on the TRR website.

All appeals, content edits, and final responses must be received by the deadline in the review cycle timeline.

Appeals (Factual Errors, Omissions, and/or New Content)

You can file an appeal if you feel that the information in the report is factually incorrect or if you feel the review team omitted evidence of alignment to the quality rubric. To file an appeal, you must comment directly in the embargoed report.

The independent third-party vendor will notify you of the specific time frame in which you must provide the proposed edits to your material.

Quality review teams will be asked to consider your appeals when preparing the final report.

Factual Error

A factual error is a word, phrase, reference, or sentence with information that can indisputably be disproven (e.g., mistitled text, incorrect references to page, unit, or grade level). In order for factual errors to be corrected, you must provide factually correct text to replace the error.

Omission

An omission is specific text that, if included as evidence in the quality report, could serve as appropriate supporting evidence of alignment to a specific indicator. If you wish to appeal an omission, you must provide the location of the omission, the omitted text, and your rationale for including the text.

New Content

In the event proper evidence does not exist in your materials to demonstrate alignment to one or more of the quality indicators, you may propose minor edits and request a re-review of up to three quality indicators; however, if you propose changes to content used to demonstrate alignment to the TEKS and ELPS for materials adopted or under consideration for adoption by the SBOE you must follow the SBOE Content Updates and Substitution Request process (19 TAC §§66.75 and 66.76).

TEA staff will review the proposed edits to ensure the TEKS and ELPS percentage will not be impacted before sending them to the quality review teams for re-review. Any changes to content used to demonstrate alignment to the standards will not be considered by quality reviewers until approved by the SBOE and/or the TEA.

If you wish to make more substantial edits to your product, you can resubmit it to a future quality review cycle.

Publishers with adopted materials or materials under consideration for adoption cannot add or make edits to the adopted material without SBOE and/or TEA approval.

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

Your response can highlight your product's strengths and include any benefits of resources to schools and educators. The response can also note any future additional resources or components planned; however, all changes made to a SBOE adopted product must follow the SBOE Content Updates and Substitution Request process.

Your response should not include feedback for the TEA on the process or overall review cycle.

TEKS/ELPS Correlations

You are required to provide TEKS/ELPS correlations for each grade-level program under review for use in the standards-alignment review.

Since the standards-alignment reviewers use the correlations as their primary reference as they review the materials, it is crucial that you supply carefully chosen, detailed, and accurate correlations. Poorly chosen or incomplete correlations can negatively impact the score in category one of the quality rubric.

You must submit preliminary correlations for one grade-level program with citations for at least five percent of the total number of breakouts. The TEA will review the submission and provide feedback and suggestions for improvement.

You must complete all remaining correlations by the final deadline included in the review cycle timeline.

The TEA will provide training videos to assist in the completion of TEKS/ELPS correlations.

If you have adopted materials or materials under consideration for adoption, you do not have to submit additional correlations as part of the TRR process.

The TEA or the independent third-party vendor will communicate additional information or requirements of the standards-alignment review.

Technical Specifications

You must provide information about your product's technical features, system requirements, and compatibility with operating systems. You should submit one form for a grade-band product; however, if you have multiple grade-band products under review and the information is identical for each, you may submit one form. This information will be posted alongside the results of your quality review and is intended to assist districts in making local adoption decisions.

Website and Social Media Links (Optional)

You can send links to your company website and social media sites (e.g., Twitter, Facebook, Instagram, YouTube, and/or LinkedIn) to be included on the publisher page of the [TRR website](#).