

Your School District Name
New Adoption Publisher Agreement

Publisher Name	
Authorized Representative Name	
Subject Area	
Grade Level / Levels	
Date of Adoption Implementation	

<p>What is the teacher to student ratio governing the receipt of teacher edition textbooks?</p> <p>How many student edition textbooks must be ordered to receive one teacher edition textbook or teacher edition package?</p>	<p>_____ to _____ Student editions Teacher editions/pkg.</p> <p>Example (22 to 1)</p>
<p>What is the teacher to student ratio governing the receipt of “free with order” (FWO) and/or ancillary materials?</p> <p>How many student edition textbooks must be ordered to receive one set of FWO and/or ancillary materials?</p> <p>FYI – FWO materials are state (TEA) negotiated materials and are to be shipped with each teacher edition textbook ordered. <u>Ancillary</u> material is district negotiated.</p>	<p>_____ to _____ Student editions Teacher editions/pkg.</p> <p>Example (22 to 1)</p> <p>Please specify if ratio is different for FWO and ancillary materials.</p>
<p>Teacher edition textbooks for special education teachers.</p> <p>Will Special Education Teachers receive TE’s or other teaching materials? Please note that only state adopted (current) editions are acceptable for use in the district.</p> <p>A teaching material shortage for Special Education Teachers exists at all campuses within the district. These areas include Structured, Resource, Content Mastery, Pull-out and Co-teaching.</p>	<p>Yes _____ No _____</p> <p>Please explain:</p>

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<p>Will student workbooks (consumables) be provided <u>free of charge</u> for each student edition ordered for every year of the adoption plus any adoption extensions?</p>	<p>Yes _____ No _____</p>
<p>What is part of the state contract and what is “ancillary”?</p> <p>What will come as part of the TEA adoption and what will be shipped as ancillary material?</p> <p>Please note **Ancillary materials are materials listed by a publisher to be given away at no charge to the districts that order a publisher’s products. These are in addition to the free-with-order materials that were bid as part of the package and were reviewed by a state review panel and adopted by the State Board of Education.</p> <p>Ancillary materials are not bid nor reviewed at the state level, and are not part of the state adoption. Publishers set their own distribution quotas for ancillary materials.</p>	<p>Please explain:</p>
<p>Ancillary / FWO availability</p> <p>Are the offered FWO and ancillary materials available throughout the life of the adoption, and beyond if the adoption is extended?</p> <p>I.e. can (<i>your district</i>) request and receive additional FWO / Ancillary materials as new teachers are hired and student enrollment increases?</p>	<p>Yes _____</p> <p>Additional FWO / Ancillary materials will be provided to (<i>your district</i>), free of charge, throughout the life of the adoption, except as noted below:</p> <hr style="border: 1px solid black;"/> <p>No _____</p> <p>Additional FWO / Ancillary materials will not be provided to (<i>your district</i>) after the initial implementation period, except as noted below:</p>

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<p>Are any materials offered in excess of the “State Max Price”?</p> <p>Will (<i>your district</i>) be responsible for any portion of the cost?</p>	<p>Yes _____ No _____</p> <p>Please explain:</p>
<p>What is the deadline for placing the <u>initial</u> ancillary order?</p>	<p>Date _____</p>
<p>Are <u>on-line</u> materials available with this adoption?</p> <p>If yes, how is access (password/s) made available?</p> <p>If yes, is copyright permission conveyed so that copies can be made for classroom use?</p> <p>Are site license fees or any other additional costs associated with on-line access?</p>	<p>Yes _____ No _____</p> <p>Please explain:</p> <p>Yes _____ No _____</p> <p>Yes _____ No _____</p> <p>If yes, please explain:</p>
<p>If state testing requirements change, will new FWO and ancillary materials be provided free of charge to support the changes?</p>	<p>Yes _____ No _____</p>
<p>What is the replacement policy for worn out student textbooks and teacher’s edition textbooks?</p> <p>What is the policy for the return and replacement of worn out textbooks and teacher editions?</p> <p>How long will the publisher honor “worn out” returns for replacement?</p>	<p>Please explain:</p> <p>Number of years from date of initial adoption _____</p>

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<p>Can Ancillary, FWO, TE's or component prices change during the contract term?</p>	<p>Yes _____ No _____</p> <p>If yes, where will current pricing be published?</p>
<p>How many textbooks are in a class set? (if applicable)</p> <p>How are the number of class sets determined (i.e. ratio, teacher count, etc.)</p>	<p>Amount _____</p> <p>_____ per _____</p>
<p>Are additional class sets provided for the life of the adoption if additional teachers are added?</p>	<p>Yes _____ No _____</p>
<p>For Ancillary/FWO items that are shipped to the district textbook office, what does (your district) need to do after the first year of the adoption to continue to receive these materials?</p> <p>Does (your district) need to fill out a new order for each year?</p> <p>Will the same amount be sent to the district every year unless the publisher is notified of a change?</p>	<p>Please explain:</p> <p>Yes _____ No _____</p> <p>Yes _____ No _____</p>
<p>What is the deadline each year for making changes to the amount of Ancillary/FWO materials received each year?</p> <p>By what date do changes need to be submitted to ensure that proper amounts are shipped and received by the start of school each year?</p>	<p>Date _____</p> <p>Date _____</p>
<p>Who does the district contact for FWO / Ancillary materials that are needed because additional teacher edition textbooks were ordered and sent through TEA?</p>	<p>Please explain:</p>

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<p>What in-service/staff development will be provided by the publisher?</p>	<p>Please explain:</p>
<p>Will there be any cost or fees to provide in-service/staff development?</p>	<p>Yes _____ No _____</p>

<p>Can consumables (if any) be sent directly to campuses?</p>	<p>Yes _____ No _____</p>
	<p>Will “inside” delivery be provided as part of the delivery service (every year) at no charge to the district?</p>
	<p>Yes _____ No _____</p>

<p>Delivery dates to campuses</p>	<p>Delivery dates to the campuses</p>
<p>What are the expected delivery dates to the campuses?</p>	<p>From _____ To _____</p>
<p>Will the district representative work directly with each campus on the number of books needed, delivery dates and delivery contact personal?</p>	<p>Yes _____ No _____</p>

<p>(your district) will receive the following items if teacher counts increase....</p>	<p>Please list...</p>
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Publisher Name:
Publisher Representative:
As a representative of the above named publishing company, I am authorized to enter into this agreement on behalf of the company. Unless otherwise noted, the terms of this agreement will remain in effect for the life of the adoption, including adoption extensions, as stated by the Texas Education Agency.
Signature:
Date: