

## **INSTRUCTIONS FOR FY 19 (2018/19) INSTRUCTIONAL MATERIAL ANNUAL REPORT AND ITEMIZED LIST (Non-Public)**

NMSA 22-15-11 Record of Instructional Material: Each school district, state institution or private school shall keep accurate records of all instructional material, including cost records, on forms and by procedures prescribed by the bureau.

NMSA 22-15-2 C "instructional material" means school textbooks and other educational media that are used as the basis for instruction, including combinations of textbooks, learning kits, supplementary material and electronic media

NMSA 22-15-2 H "other classroom materials" means materials other than textbooks that are used to support direct instruction to students.

**Please attend the webinar:** IM Annual Report Private and BIE Schools on Sep 10, 2019 10:00 AM MDT register at:

<https://attendee.gotowebinar.com/register/8444970981953952524>

- 1 **Note:** Administrator or Instructional Leader responsible for curriculum and instruction within the non-public (private and BID) school should be responsible for completing the Culturally and Linguistically Relevant (CRL Report) sheet of the annual report.
- 2 **Note:** There are 4 applicable sheets in this document - Annual Report, Itemized List of Purchases, 18-19 Allocations, and Culturally and Linguistically Relevant (CRL) Report.
- 3 **Note:** There are additional, helpful comments on the annual report and itemized list sheets when hovering over particular cells.
- 4 Save and submit this as an excel spreadsheet e.g. FY19\_IMB Annual Report\_Your School Name.
- 5 Enter all school and contact information requested on the annual report.
- 6 Click on the tab titled "18-19 Allocation" to locate your total allocation and 40 Day Membership.
- 7 Use the "TAB" button to move through the annual report.
- 8 You may only enter information in select areas of the Annual Report Sheet:
  - Revenue fields (Rows A-C, Column C)
  - Other Expenditures (Rows H&I, Column C)
  - 40-Day Membership (Row J, Column C)
- 9 Adopted and non-adopted expenditure amounts are automatically entered into the annual report based on the data you enter on the Itemized List sheet.
- 10 Total expenditures, ending balance, and average cost per student are automatically calculated.
- 11 If you need to add rows to the Itemized List:
  - Step 1) Insert the needed amount of rows.
  - Step 2) All formulas must be copy and pasted into the empty cells.
  - Step 3) Now you may input your district/school purchase information.
- 12 If your accounting software has the capability of exporting to excel, you can copy and paste the ISBN's (Stock #) and titles (description) into the corresponding appropriate columns in the itemized list sheet. It is not necessary to enter "free material".

13 Please refer below for directions on formatting ISBN's (Stock #) to a custom number format that will be recognized by the Adopted Multiple List.

14 If you have any questions or if you need assistance:

[IMB.contact@state.nm.us](mailto:IMB.contact@state.nm.us)

505-827-6415

15 Instructional Material Bureau website:

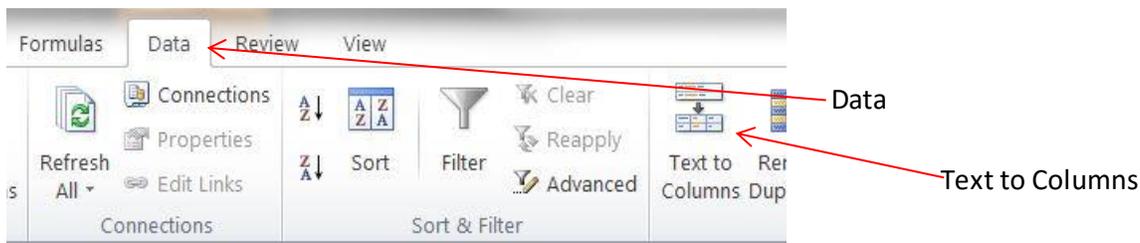
<https://webnew.ped.state.nm.us/bureaus/instructional-materials/>

16 If you have questions about running a report of purchases made through the depository i-Star system:

[Desa\\_Rogers@archway.com](mailto:Desa_Rogers@archway.com) or 505-766-9721 ext. 3957

**If your i-Star report or any other excel spreadsheet used to track instructional material purchases lists the ISBN (Stock #) in a text format instead of a number format it must be converted. Please use the following steps to format the text to a number.**

1. highlight the column
2. select Data, then 'text to columns' from the toolbar

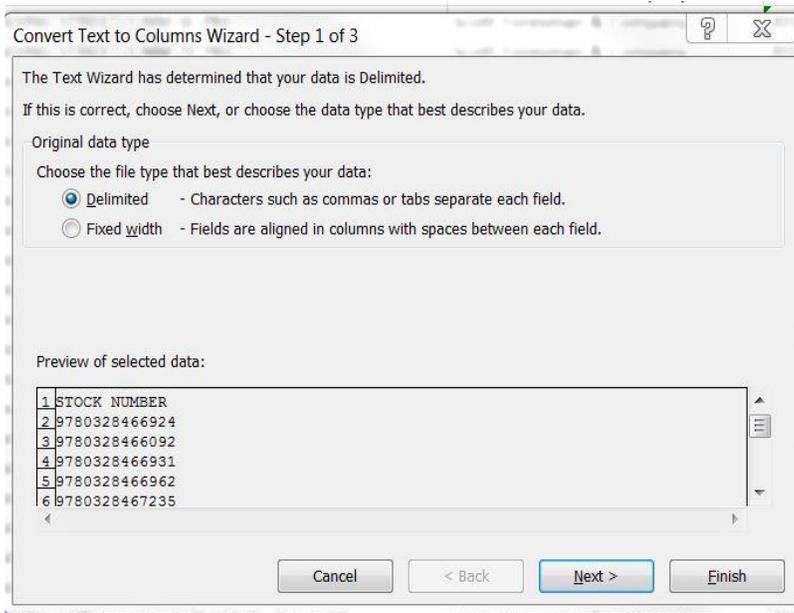


TOCK NUMBER

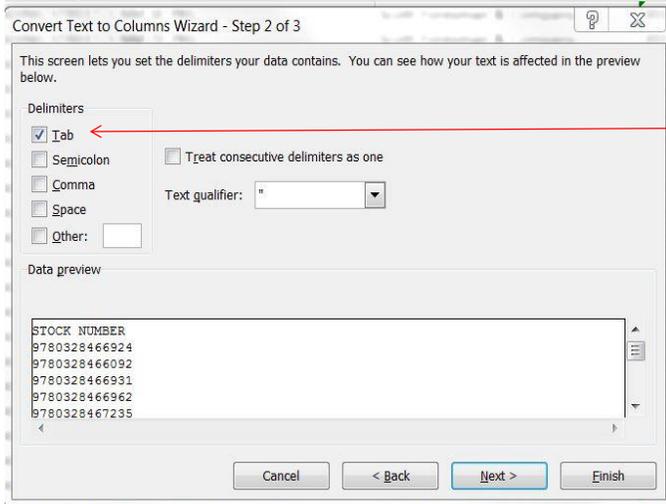
highlight column D

B	C	D	
	PO NUMBER	STOCK NUMBER	DESCRIPTI
ffice	600471	9780328466924	READING :
ffice	600471	9780328466092	READING :
ffice	600471	9780328466931	READING :
ffice	600471	9780328466962	READING :

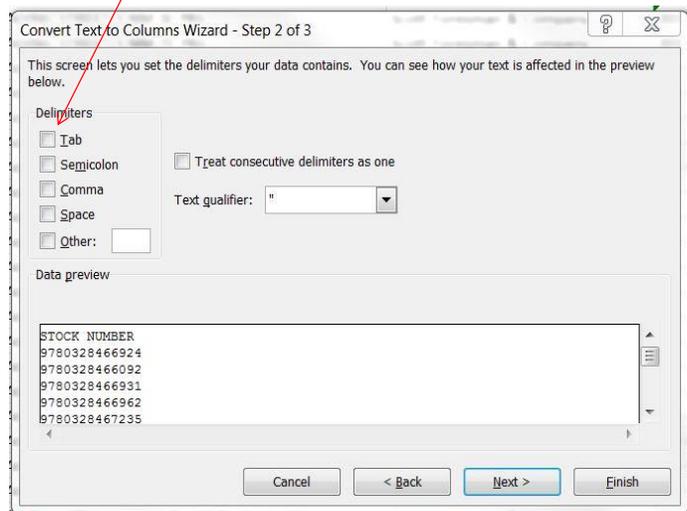
3. in step 1 leave the default as is then choose 'Next'



4. in step 2 deselect 'Tab', then click on 'Next'

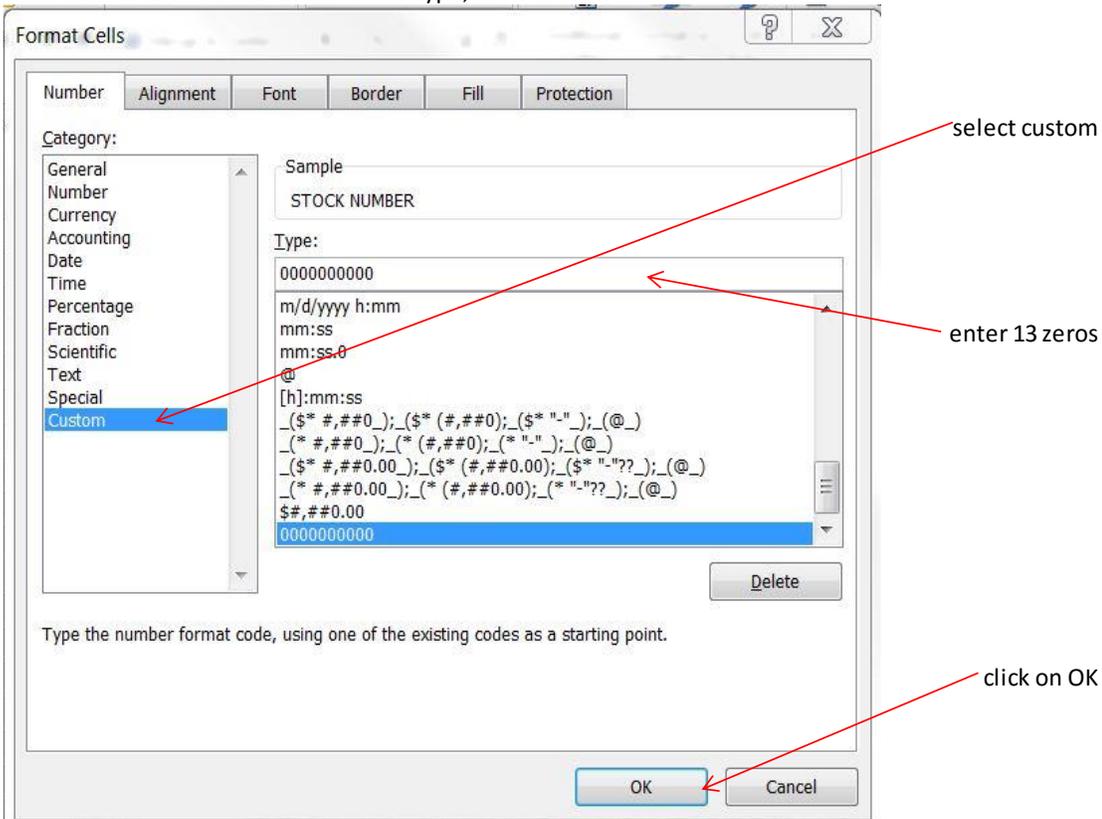


click on the check mark to deselect





7. leave the column highlighted, right click, choose format cells, then custom and enter 13 zeros under Type, then click on OK



8. your numbers are now formatted to 13 digits

	C	D	
	PO NUMBER	STOCK NUMBER	DESCRIPTI
✓	600471	9780328466924	READING :
✓	600471	9780328466092	READING :
✓	600471	9780328466931	READING :
✓	600471	9780328466962	READING :
✓	600471	9780328467235	READING :
✓	600471	9780328489046	READING :
✓	600471	9780328466245	READING :