**INSTRUCTIONS FOR FY21 (2020/2021) INSTRUCTIONAL MATERIAL ANNUAL REPORT AND ITEMIZED LIST (PRIVATE)**

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 Zoom meeting**: IM Annual Report Private/BIE/State-Supported Schools on August 16, 2021 at 11:00am <https://us02web.zoom.us/j/86355815487> Meeting ID: 863 5581 5487

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 (CLR) Report section on the Itemized List sheet.

2 **Note:** There are 3 applicable sheets in this document – Checklist, FY21 Annual Report, and Itemized List of Purchases.

3 **Note:** There are additional, helpful comments on the annual report and itemized list sheets when hovering over particular cells. All green cells require that you enter data into those cells.

4 Save and submit this as an excel spreadsheet e.g. FY21\_IMB Annual Report\_Your School Name.

5 Enter all school and contact information requested on the annual report.

6 Use the "TAB" button to move through the annual report.

7 In Row B of the FY21 Annual Report, the 2018/2019 Cash Carryover should be your ending balance from last year’s annual report.

8 You may only enter information in the green shaded areas of the FY21 Annual Report Sheet. Cells that are in grey will auto-populate based on the date you enter in the Itemized List of Purchases sheet.

9 Adopted and non-adopted expenditure amounts (Rows F-J) 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. However, you will need to enter your Enrollment for SY20/21 in Row M.

11 If your accounting software has the capability of exporting to excel, you can copy and paste the ISBNs (Stock #) and titles (description) into the corresponding appropriate columns in the Itemized List sheet. It is not necessary to enter "free material".

12 Please refer below for directions on formatting ISBN's (Stock #) to a custom number format. Enter 13 digit ISBNs without dashes, spaces, or any other characters.

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

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

505-827-6415

14 Instructional Material Bureau website:

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

15 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













