



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Targeting the Purchase of Textbooks for Grades K-12

NUMBER: BUL-6210.1

ISSUER: Frances Gipson, Ph.D., Chief Academic Officer
Division of Instruction

Esther Sinofsky, Administrative Coordinator
Integrated Library & Textbook Support Services

ROUTING
Local District Superintendents
Local District Administrators of Instruction
Local District Directors of Instruction
Fiscal Services Managers
Principals
UTLA Chapter Chairperson

DATE: August 22, 2016

PURPOSE: To provide ordering instructions and an explanation of appropriate expenditures for State textbook funding.

MAJOR CHANGES: This Bulletin replaces BUL-6210, *Targeting the Purchase of Textbooks, Grades K-12*, dated, December 18, 2013 and provides updated District personnel and contact information.

GUIDELINES: The following guidelines must be implemented:

A. TARGETED AREAS FOR PURCHASE

In compliance with the mandates of *Williams* legislation, the District’s policy requires that each student, including English-language learners and those in special day classes, have a basic or basic-aligned to standards textbook for use in the **defined** subjects of **Reading-English Language Arts, History-Social Science, Mathematics, Science, and Health** in grades K-12, and, when offered, **Foreign Language** in grades 9-12. Students are to be assigned a single textbook in each of these subjects that is to be used both at home and in class. District policy does **not** allow the use of State textbook funding for the purchase of class sets in addition to the books issued directly to students, nor does the California Education Code require a class set in addition to the one issued to a student.

The textbooks used must be one of the textbooks listed on the District *Approved/Adopted Instructional Materials by Course* list found on the Integrated Library and Textbook Support Services (ILTSS) website: <http://iltss.org>, unless a *Waiver and Exceptions* form signed by the principal and Local District Superintendent, along with a copy of the Pilot or Public School Choice Plan approved by the Board of Education has been submitted to ILTSS.

Every textbooks falls within one of three categories:

- District **Adopted** Textbooks
- District **Approved** Textbooks
- **Supplemental** Textbooks



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

District Adopted Textbooks: District adopted textbooks are the textbooks in the defined subject areas that have been adopted for use in the District for grades K-12. These are the **only** textbooks that may be purchased with State textbook funding unless a completed *Waivers and Exceptions* form and the copy of the Board-approved plan has been submitted to ILTSS. The list of District Adopted Textbooks is available at the ILTSS website.

District Approved Textbooks: District approved textbooks are additional textbooks in the defined subject areas that have been approved by the District's instructional units for use in the District for grades K-12, but have not gone through the formal State or District adoption process. As such, these books comply with the mandates of *Williams* legislation; however, these books may **not** be purchased with State textbook funding. The list of District Approved Textbooks is available at the ILTSS website, <http://iltss.org>.

Supplemental Textbooks: Supplemental textbooks are used to enhance the core instructional program. These books may be purchased with categorical or discretionary funds.

B. PRICE LISTS/ORDER FORMS

Price lists/order forms (PLOFs) are located on the ILTSS website: (<http://iltss.org>). The forms are in Excel format. With the exception of the school information and quantity fields, the spreadsheet is locked. It will calculate prices including sales tax. It can be e-mailed from one site to another within the District. However, it should **not** be e-mailed to publishers. Publishers have been mandated by the District not to process orders unless they have a hard copy of the order with the principal's signature accompanied by the appropriate Book Purchase Order (BPO).

Prior to ordering, check the dates on the top of the order form to ensure the prices are still current.

The PLOFs for grades K-8 include shipping in the unit cost of the textbook, but do **not** include State sales tax. The PLOFs for grades 9-12 will calculate shipping and sales tax.

C. GRATIS ITEMS FOR NEW CLASSES AND/OR NEW SCHOOLS

Publishers will provide the first year gratis package for new schools and newly opened classes. The ILTSS website provides PLOFs that include the gratis packages for new schools and classes.

Review the cover page on the PLOF for clarification of the gratis package. Some of the Excel spreadsheets will automatically calculate free items; some spreadsheets require these to be added manually. The ILTSS website also



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

provides a list of publishers and vendors with their representatives' names and phone numbers. Contact the representatives for clarification of the gratis packages. If the free items are not requested as part of the order, the publishers will not ship the free materials. Make sure to mark the number of free items in the "Free Quantity" line provided on the new schools or new classes order forms. When State adopted and indicated on the Price List Order Form, publisher will not include a separate shipping charge. If you have any questions, ask the publisher before the order is processed.

D. ADVANCED PLACEMENT

The instructional materials used for this course must either be listed on the course syllabus approved by the College Board or be on the *District Adopted/District Approved Instructional Materials* list.

INSTRUCTIONS:

TEXTBOOK ORDERING PROCEDURES

All decisions for textbook ordering of Adopted Textbooks are coordinated by the Local District and ILTSS. (Attachment A)

1. School Principals

- a. Designate a staff member to coordinate textbook related activities including inventory, ordering, distribution, collection, and *Williams* sufficiency.
- b. Inventory all textbooks by January 31 to determine anticipated needs.
- c. Target textbook purchases for the following school year by comparing the master schedule and projected enrollment numbers with the current textbook inventory. Any materials not listed on the *District Adopted and Approved* list (see ILTSS website) must have a Waivers and Exceptions form (see ILTSS website) signed by the principal and the Local District Superintendent on file with ILTSS.
- d. Attend the Local District Textbook Ordering Road Show to place textbook orders for Adopted textbooks for the upcoming school year.
- e. Upon delivery of orders, immediately verify quantities, inventory, and process books.
- f. Complete the "online goods receipt" for both partial and complete orders.
- g. Two weeks prior to opening a semester or track, compare existing textbook inventory to the projected enrollment in the defined subject areas taught at each grade level to identify any remaining possible insufficiencies or surpluses. Remedy identified insufficiencies prior to the beginning of instruction.
- h. Review this new inventory information with Local District personnel to ensure sufficiency and identify surpluses that can be shared with other schools.
- i. Distribute the appropriate textbook directly to each individual student beginning on the first day of instruction. See *Approved/Adopted Instructional Materials by Course* list on <http://iltss.org> to ensure the appropriate textbook for the course is distributed.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

2. Local District

- a. Designate a point person responsible for all textbook ordering processes.
- b. Set the expectation to maintain the textbook loss rate below 10%.
- c. Comply with the specific due date recommendations for each activity of the ordering process listed on sections G of this reference guide.
- d. Schedule Textbook Ordering Road Show dates with ILTSS and notify school site staff of their school's meeting date, time and place, as well as what materials to bring to the Textbook Ordering Road Show.
- e. Review orders to ensure that the requested books match the inventory reports and projected enrollment, and are appropriate for purchasing with State textbook funds (i.e. the book is listed on the District *Approved/Adopted Instructional Materials by Course* list). Any book not on the list must have a *Waiver and Exceptions* form (see ILTSS website) signed by the principal and Local District Superintendent on file with ILTSS).



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

G. GENERAL TIMELINE

Completed By	Responsible Party	Action
January 31	School Principal Master Planning	Inventories all textbooks Notifies schools of projected enrollment
April 15	LD Designee School Principal/Designee School Principal/Designee ILTSS Staff	School Principal and LD designee meet to compare projected enrollment numbers with current inventory counts. School Principal and ILTSS staff review order, check for surplus in warehouse, check availability from used book vendors, or generate PLOF and send approved orders to Procurement for processing.
May 31	Procurement Staff	Generates Purchase Order (PO) for orders approved by ILTSS staff and e-mails copies of the PO's to school site staff.
June 15	School Principal/Designee	Verifies receipt of all materials and enters goods receipt in SAP.

RELATED RESOURCES:

- BUL-6111.1 *Instructional Materials Policies and School Site Procedures* dated August 22, 2016.
- LAUSD *Procurement Manual*, Business Services Division

ASSISTANCE:

- For State price lists/order forms information, call ILTSS at (213) 241-2733, or refer to the ILTSS website: <http://iltss.org>.
- For budget information, call the Local District Fiscal Services Manager.
- For additional information about the PO process, call Procurement at (562) 654-9009.