

# Preparing for the End of the School Year

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With the summer fast approaching, it is critical to take steps to safeguard the significant investment made in textbooks and prepare your school for a smooth distribution process next school year.

Following the tasks outlined below will ensure that your textbooks are collected and stored properly, any outstanding obligations for teachers or students are properly captured, and that Destiny Textbook Manager is ready to go for next school year.

## **1) Collect and Check In All Textbooks**

- Make sure you have collected all textbooks from students and teachers and checked them into Destiny. If you have teachers or students who are leaving the district, it's especially critical to get the textbooks from these individuals.
- Check the condition of your textbooks and ensure they are clean and ready to go for next year. Look over items for damage and assess fines as needed based on District policy.
- Ensure that all books are organized and stored in a secure area to support distribution next school year.

## **2) Run Reports to Identify Any Outstanding Obligations**

- It's best to complete textbook collection while students are still in school so that you can follow-up directly with the students that have outstanding obligations after the initial collection is complete.
- Run a Current Checkouts/Fines report to identify books that were not returned.
- Use these reports to try to get as many overdue books back as possible before students or teachers leave for the summer. Fines and outstanding obligations for textbooks will stay in the system and this information will be available when the books are distributed again next school year.
- You should use the Current Checkouts/Fines reports to produce letters (notices) that can be sent home to parents to communicate outstanding obligations.

### 3) Prepare Destiny Textbook Manager for Next Year

- Barcode any textbooks that may have been received un-barcoded. Make sure you have an adequate supply of barcodes for the following year. Contact iLTSS to request more [Barcodes](#).
- A new loan period that ranges from July 1 to June 30 will be added as your default each year. However, you can use one of the provided loan periods for a specific semester if you so choose.

### 4) Keeping an Organized Textbook Room

- Identify any damaged or unused textbooks.
- Damaged books should be boxed and sent to the warehouse after being weeded in Destiny.
  - Complete the [Box Request Form](#) if you need boxes.
  - Complete a [Transportation Order Form](#) and fax it to the Trucking Unit.
- Unused adopted textbooks should be put in transit to the warehouse, using the Transfer Textbooks feature of Destiny.
  - Complete the [Box Request Form](#) if you need boxes.
  - Complete a [Transportation Order Form](#) and fax it to the Trucking Unit.
- All forms mentioned can be found on our department's website, [iLTSS.org](http://ILTSS.org), under the Textbooks tab.

Destiny Textbook Manager users may access the Destiny Online help system to get more information on any of the task listed here. Help is also available through our department's dedicated Helpdesk staff. You may request the assistance of the Destiny Helpdesk by logging-in with your Single Sign-on at <https://itdscweb.lausd.net/sc/ess.do?lang=en>, or by calling 213-241-2734.

Training for Destiny is conducted the third Thursday of every month. Contact Josh Schippe at [joshua.schippe@lausd.net](mailto:joshua.schippe@lausd.net) to sign up for training.