



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Transfer of Obsolete High School History/Social Science and High School Mathematics Electives Textbooks and Related Materials to District Warehouse

NUMBER: REF-054697

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PURPOSE: To provide guidelines and instructions for the smooth and efficient transfer of obsolete High School History/Social Science and High School Mathematics Electives textbooks as newly-adopted textbooks are implemented.

MAJOR CHANGES: Schools will now create a Remedy ticket to request pick-up of boxed obsolete materials. Boxes will no longer be provided free of charge. Schools can order boxes and tape through the LAUSD General Stores Distribution catalog.

BACKGROUND: During the 2017-18 school year, the District evaluated, adopted, and purchased High School History/Social Science and Mathematics Elective textbooks for Grades 9-12 as follows:

- Modern World History (10th Grade)
- Modern United States History (11th Grade)
- Principles of American Democracy (12th Grade)
- Economics (12th Grade)
- Advanced Placement Government
- Advanced Placement World History
- Ethnic Studies
- Mexican American Studies
- American Indian Studies
- African American History
- Precalculus
- Advanced Placement Calculus AB/BC
- Statistics & Probability
- Financial Algebra
- Transition to College Mathematics and Statistics
- Advanced Placement Statistics
- Discrete Mathematics

ROUTING

Local District Superintendents
Administrators of Instruction
Instructional Directors
Principals



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To ensure *Williams* sufficiency, schools must retain the former History/Social Science and Mathematics Electives instructional materials until receipt and distribution of the newly adopted instructional materials is completed. Once the newly-adopted textbooks and instructional materials have been implemented, all previous materials **must** be sent to the District Warehouse per the instructions below.

Inventory received from school sites will be removed from the school's *Destiny Textbook Manager* inventory by ILTSS staff. Procurement will negotiate the sale of obsolete instructional materials, not the individual sites.

INSTRUCTIONS: The principal or designee:

- Should wait until after declaring *Williams* sufficiency before removing previously adopted materials.
- Pack the books in boxes. Boxes and tape may be ordered through the LAUSD General Stores Distribution Catalog (material number for boxes is 6402500060 and 8323212110 for tape).
 - Boxes must not exceed 18x18x16.
 - Boxes must be in a location easily accessible for Truck Operations upon pickup.
- Mark the boxes as obsolete HS History or Mathematics (see Attachment A for a label template to photocopy and tape to each box).
- Request pick-up of the obsolete materials via a Remedy Ticket (<https://lausd-myit.onbmc.com/>).
- Refrain from storing pallets outdoors during the inclement weather season. If pallets are water damaged or have signs of insects and/or pests, the Truck Operations Unit **will not** remove the pallets from the site.
- Send only the specified books to the textbook warehouse. Please refrain from sending non-instructional materials to the warehouse for disposal, e.g. old cum files, clothing, and electronics. Boxes containing non-textbook items may be returned to the school.
- Arrange one pick up per physical school address (e.g. co-located schools, magnet centers, and small schools should coordinate one pick-up location).

ASSISTANCE: For assistance or further information, please contact Integrated Library & Textbook Services at (213) 241-2733.



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REFERENCE GUIDE

ATTACHMENT A

FROM: _____

Obsolete HS Textbooks

Grade Level or Course Name: _____

TO:
INTEGRATED LIBRARY & TEXTBOOK
SUPPORT SERVICES (ILTSS)
c/o District Warehouse
Pico Rivera