



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Transfer of Obsolete Mathematics Textbooks and Related Materials to District Warehouse

**NUMBER:** REF-6497

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Office of Curriculum, Instruction & School Support

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**PURPOSE:** To provide guidelines and instructions for the smooth and efficient transfer of now obsolete Mathematics textbooks as newly-adopted Mathematics textbooks are implemented.

**MAJOR CHANGES:** This is a new document.

**BACKGROUND:** Starting in Spring 2014, new, Common Core- and State Standards-aligned Mathematics textbooks for Grades K-8 and Algebra I, Algebra II, and Geometry were adopted and purchased for all schools. The Mathematics textbooks and related instructional materials replaced by the newly adopted textbooks and instructional materials **must** be kept at school site until the newly adopted materials are implemented at the school site to ensure *Williams* sufficiency in case of any delays in receipt of the new materials. Once the newly-adopted Mathematics textbooks and instructional materials are implemented, all previous materials **must** be sent to the District Warehouse per the instructions below.

**INSTRUCTIONS:** The principal or designee shall:

- Pack the books in boxes (which may be ordered from the Integrated Library & Textbook Services website [www.iltss.org](http://www.iltss.org) → click on Textbooks → Click on Box Request Form link)
- Please be sure to mark the boxes as obsolete Mathematics textbooks (see Attachment A for a label template that may be photocopied and taped to each box)
- Complete and submit the Transportation Order Form (link is below the Box Request Form)
- All items received at the District Warehouse will be removed from the school's *Destiny* inventory by ILTSS staff.
- Any sales of obsolete instructional materials shall be conducted by Procurement, not by individual school sites.

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

## ROUTING

ESC Superintendents  
ESC Instructional Directors  
ESC Coordinators  
Principals