



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Transfer of Obsolete Middle School English Language Arts Textbooks and Related Materials to District Warehouse

NUMBER: REF-6707

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Division of Instruction

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DATE: August 22, 2016

PURPOSE: To provide guidelines and instructions for the smooth and efficient transfer of now obsolete English Language Arts (ELA) textbooks as newly adopted ELA textbooks are implemented.

MAJOR CHANGES: This is a new document.

BACKGROUND: In Spring 2016, the District evaluated, adopted, and purchased new California content standards-aligned ELA textbooks for Grades 6-8. To ensure *Williams* sufficiency, schools must retain the former ELA instructional materials until receipt and distribution of the new ELA instructional materials is completed. Once the newly-adopted ELA textbooks and instructional materials have been 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 → click on Textbooks → Click on Box Request Form link)
- Please be sure to mark the boxes as obsolete ELA textbooks (see Attachment B for a label template that may be photocopied and taped to each box)
- Complete and submit the Transportation Order Form (see Attachment C)
- 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.
- It is important to note that books awaiting pick up should not be stored outdoors during the inclement weather seasons. If pallets are wet, the transportation unit **will not** remove the pallet from the site.
- Please be reminded that only books should be sent to the textbook warehouse. Please refrain from sending non-instructional materials to the warehouse for disposal, e.g.

ROUTING

Local District Superintendents
Local District Administrators
of Instruction
Local District Directors
Principals



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trash, old cum files.

- ILTSS and Truck Operations will coordinate the pick-up of obsolete materials by Local District. During the pick-up window, schools should box up and prepare the transportation order. Be advised that delays may occur but if a pick up is delayed, ILTSS and transportation will make every effort to inform sites of the delays. Please refer to the Local District pick up schedule (See Attachment A)

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



**LOS ANGELES UNIFIED SCHOOL DISTRICT
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ATTACHMENT A

September 2016		
LOC	SCHOOL NAME	LD
8060	BETHUNE MS	SOUTH
8090	CARNEGIE MS	SOUTH
2815	CAROLDALE LC	SOUTH
8103	CURTISS MS	SOUTH
8104	DANA MS	SOUTH
8110	DODSON MS	SOUTH
8112	DREW MS	SOUTH
8113	EDISON MS	SOUTH
8127	FLEMING MS	SOUTH
8160	GOMPERS MS	SOUTH
6867	HARRY BRIDGES SPAN	SOUTH
8589	JOHNSTON CDS	SOUTH
8237	MARKHAM MS	SOUTH
8352	PEARY MS/STEAM	SOUTH
8868	RANCHO DOMINGUEZ PREP	SOUTH
1917	RILEY HS	SOUTH
8487	WHITE MS	SOUTH
8490	WILMINGTON MS	SOUTH

October 2016		
LOC	SCHOOL NAME	LD
8507\8506	AGGELER HS & CDS	NW
8102	COLUMBUS MS	NW
8137	FROST MS	NW
8169	HALE CHARTER ACADEMY	NW
8174	HENRY MS	NW
4521	HESBY OAKS LEAD CH	NW
8182	HOLMES MS	NW
8217	LAWRENCE MS AND MAG.	NW
8259	MULHOLLAND MS	NW
8272	NOBEL CHARTER MS	NW
8283	NORTHRIDGE MS	NW
6123	PLUMMER ES	NW
8354	PORTER MS	NW
2303	PORTER RANCH	NW
8107	PORTOLA MS	NW
8363	SEPULVEDA MS	NW
8842	SOCES	NW
8406	SUTTER MS	NW
7390	VALLEY ALTERNATIVE MAGNET	NW
8344	WOODLAND HILLS ACAD.	NW



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November 2016		
LOC	SCHOOL NAME	LD
8047	BELVEDERE MS	EAST
2562	BROOKLYN AVENUE SCHOOLS	EAST
8268	CHESTER W. NIMITZ MS	EAST
8801	CITY OF ANGELS	EAST
8118	EL SERENO MS	EAST
3548	ELIZABETH LC	EAST
2372	ELLEN OCHOA LEARNING CENTER	EAST
8151	GAGE MS	EAST
4137	GLEN ALTA	EAST
8168	GRIFFITH MS	EAST
8179	HOLLENBECK MS	EAST
8701	INTERNATIONAL STUDIES LC	EAST
8264	NIGHTINGALE MS	EAST
5153	ORCHARD ACADEMIES 2B	EAST
5154	ORCHARD ACADEMIES 2C	EAST
8153	SOUTH EAST MS	EAST
8377	SOUTH GATE MS	EAST
8387	STEVENSON MS	EAST
7370	UTAH ELEMENTARY	EAST
8390	WALNUT PARK MIDDLE SCHOOL SOC. JUST.	EAST
5193	WALNUT PARK MS STEM	EAST

December 2016		
LOC	SCHOOL NAME	LD
8080	BYRD MS	NE
1944	CARLSON HOSPITAL/HOME	NE
8142	FULTON COLLEGE PREP	NE
8228	MACLAY MS	NE
8080	BYRD MS	NE
1944	CARLSON HOSPITAL/HOME	NE
8142	FULTON COLLEGE PREP	NE
8228	MACLAY MS	NE
8230	MADISON MS	NE
8238	MILLIKAN MS	NE
8240	MT GLEASON MS	NE
8306	OLIVE VISTA MS	NE
8321	PACOIMA MS	NE
8355	REED MS	NE
8116	ROMER MS	NE
6501	SAN FERNANDO INSTITUTE FOR APPLIED	NE
8358	SAN FERNANDO MS	NE
7604	SCIENCE ACADEMY STEM	NE
8396	SUN VALLEY MAGNET	NE
7408	SYLMAR LEADERSHIP ACADEMY	NE
8434	VAN NUYS MS	NE
8117	VISTA MS	NE



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January 2017		
LOC	SCHOOL NAME	LD
8670	ALONZO CDS	WEST
8028	AUDUBON MS	WEST
8038	BANCROFT MS	WEST
8170	BRET HARTE PREP MS	WEST
8670	ALONZO CDS	WEST
8028	AUDUBON MS	WEST
8038	BANCROFT MS	WEST
8170	BRET HARTE PREP MS	WEST
8245	COCHRAN MS	WEST
8123	EMERSON MS	WEST
7639	INCUBATOR SCHOOL	WEST
8075	JOHN BURROUGHS MS	WEST
8255	JOHN MUIR MS	WEST
8741	LACES	WEST
4808	LAUREL SPAN SCHOOL	WEST
8226	LE CONTE MS	WEST
8236	MANN MS	WEST
8235	MARINA DEL REY MS	WEST
8425	MARK TWAIN MS	WEST
1949	MARLTON SCHOOL	WEST
8340	PALMS MS	WEST
4980	PIO PICO MS	WEST
8356	REVERE MS	WEST
8481	WEBSTER MS	WEST
8730	WEST HOLLYWOOD CDS	WEST
3311	WESTSIDE GLOBAL	WEST
8493	WRIGHT MS	WEST

February 2017		
LOC	SCHOOL NAME	LD
8745	32ND ST / USC MAGNET	CENTRAL
8009	ADAMS MS	CENTRAL
7771	AMBASSADOR SCHOOL	CENTRAL
4322	ARROYO SECO MUS/S MAG	CENTRAL
8057	BERENDO MS	CENTRAL
8066	BURBANK MS	CENTRAL
8094	CARVER MS	CENTRAL
8045	CASTRO MS	CENTRAL
8991	CDS TRI-C	CENTRAL
8062	CLINTON MS	CENTRAL
8614	EAGLE ROCK HS	CENTRAL
8132	FOSHAY LC	CENTRAL
8643	FRANKLIN HS	CENTRAL
8189	IRVING MS	CENTRAL
8208	KING MS	CENTRAL
8058	LIECHTY MS	CENTRAL
4904	LOGAN EL	CENTRAL
8200	LOS ANGELES ACADEMY	CENTRAL
1918	MCALISTER HS	CENTRAL
8070	NAVA LC ARTS & CULTURE	CENTRAL
5173	NAVA LC BUS. & TECH	CENTRAL
7783	NOW ACADEMY	CENTRAL
6868	OBAMA PREP	CENTRAL
8497	SECONDADRY CDS	CENTRAL
7780	UCLA COMMUNITY SCHOOL - RFK	CENTRAL
8462	VIRGIL MS	CENTRAL
8064	YOUNG OAK ACADEMY MS	CENTRAL



**LOS ANGELES UNIFIED SCHOOL DISTRICT
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ATTACHMENT B

FROM:

Obsolete ELA Textbooks

Grade Level: or Course Name:

TO:

iLTSS

c/o District Warehouse

Pico Rivera



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ATTACHMENT C

TRANSPORTATION ORDER LOS ANGELES UNIFIED SCHOOL DISTRICT

Photocopy
As Needed

DATE:			
PICK-UP AT	School or Office (Official Name)	Organization Code	
	Address	Bldg. & Room No.	
DELIVER TO	School or Office (Official Name)	Organization Code	<input type="checkbox"/> GENERAL WHSE <input checked="" type="checkbox"/> TRANSFERS
	Pico Rivera Warehouse	1113	
	Address	Bldg. & Room No.	
	Pico Rivera	Library/Textbook Unit	
APPROVED BY (name & title)		CONTACT PERSON AT PICK-UP SITE & TEL. NO.	

RECEIVING CHECK	QUANTITY	UNIT	STOCK / SERIAL NO.	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE	PROG. CODE
		Box		Obsolete/Damaged/Unused Books			

RELEASED BY: _____ signature _____ date _____
 _____ print name _____ position / title _____

ABOVE ITEMS PICKED UP BY:	DATE:	RECEIVING CLERK'S SIGNATURE	DATE:
FOR STORES SECTION USE ONLY:			
<input type="checkbox"/> Inspected and approved for return stock <input type="checkbox"/> Verified as defective		<input type="checkbox"/> APPROVED FOR CREDIT <input type="checkbox"/> NO credit to be allowed	
Signed _____ Date: _____		Signed _____ Date: _____	
FOR JOB COST - INVENTORY CONTROL USE ONLY:			
Reviewed by: _____		Date: _____	
Approved for input by: _____		Date: _____	
Input by: _____		Date: _____	

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Please fax this completed form to the Truck Operations Unit at (562) 654-9011