



## Local District West Elementary Textbook Roadshow Checklist 2018

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In order to ensure a smooth and efficient textbook ordering process, please complete the checklist below **PRIOR** to arriving to your Roadshow appointment.

- Please complete all forms electronically.**
- Inventory numbers include materials in the classroom as well as the bookroom.** Using the inventory numbers, determine what books will be needed. Complete an *Instructional Materials Request Form* (contained in the file folder attached to this email) for every subject (and language) for which books are needed. Any texts not on these order forms must be purchased with your school's discretionary funds
- Complete Roadshow School Information Sheet found at this link: <http://bit.ly/2EXzykO>
- Blank Materials Request Form and Justifications can be found at this link if needed: <http://bit.ly/2HmxMdJ>
- Station #1: ELA/ELD**
  - Submit completed Annual Shipment Worksheet. (*Job aid attached to roadshow announcement email*)
  - Use the following link to find your schools Annual Shipment Worksheets (You may have more than 1 worksheet due to multiple languages or supplemental orders), download them, and complete the re-order form for your ELA/ELD materials: <http://bit.ly/2By7FA0>
  - Email the completed Excel files to Kirk Nascimento (LD West Elementary ELA Coordinator) at [kns9141@lausd.net](mailto:kns9141@lausd.net)
- Station #2: Social Studies**
  - Verify the publisher of your Social Studies texts prior to completing an Instructional Materials Request Form for History Social Science. Schools cannot change to a different publisher during non-adoption years.
  - Use the form for the publisher you currently use.
  - K-2 materials are by class
  - 3<sup>rd</sup> – 5<sup>th</sup> are per student (consumable materials)
  - Complete the History Social Science Materials Request Form for your publisher: <http://bit.ly/2snN5Q5>
- Station #2: Health**
  - K-2 materials are by class
  - 3<sup>rd</sup> – 5<sup>th</sup> are per student (non-consumable)
  - If materials are needed use the following link to download and complete the Health Materials Request Form: <http://bit.ly/2EINM1A>
- Station #3: Math**
  - Submit the completed Annual Shipment Worksheet. (*Job aid attached to roadshow announcement email*)
  - Use the following link to find your schools Annual Shipment Worksheets (You may have more than 1 worksheet due to multiple language or supplemental orders), download them, and complete them out *using directions attached to this email*:
    - My Math Annual Shipment Worksheets by School: <http://bit.ly/2ExtJxp>
    - Math Expressions Annual Shipment Worksheets by School: <http://bit.ly/2F9RhWh>
  - Email the completed Excel files to Joseph Espinosa (LD West Elementary Math Coordinator) at [jae0598@lausd.net](mailto:jae0598@lausd.net)
- Station #4: Science**
  - Check expiration dates on FOSS Live Animal Cards and submit to vendor before expiration. If needed, re-order Live Animal Cards and/or FOSS refills.
  - Use the following link to download and complete the Science Instructional Materials Request Form: <http://bit.ly/2BTnty6>
    - This folder contains an order form for live animal cards and refill kits if needed
    - This folder contains an order form for TEs if needed