



Local District West

SECONDARY Textbook Roadshow Checklist

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.**
 - <https://goo.gl/K2NSXz> (Link to Folder with all contents)
- 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 "Cover Sheet" found at this link: <https://goo.gl/faylf2>

- Station #1: ELA/ELD (Toya Tate-Rose and Alejandro Ramirez)**
 - Submit *completed* Annual Shipment Worksheet
 - **ELA**
 - <https://goo.gl/Ak8mJU>
 - Click on folder of your ELA textbook publisher
 - Click on the link for your school site and download the document first
 - After downloading review and ensure that the E-cast numbers reflect the correct projected enrollment for your site.
 - If numbers are not changing-Leave "Qty for 2018" section blank if the numbers are not changing.
 - If numbers are changing-Fill in the total number of materials needed in the "Qty for 2018" section
 - If the numbers is above 10% of the projected enrollment, please see Toya Rose during your appointment for further instructions OR you can fill out an "*Justification for Excessive Textbook Order*" (<https://goo.gl/pZWcXA>) form and present that to Toya Rose during your appointment time.
 - If you **DO NOT find the form you need**, please fill out a "*Blank-Instructional Materials Request*" form. Please open it by clicking on this link (<https://goo.gl/1tChhB>) and download the form prior to filling it out. Please remember to save it and also email over to Toya Rose.
 - **ELD**
 - <https://goo.gl/Ak8mJU>
 - Click on the Cengage folder
 - Click on the link for your school site and download the document first
 - Fill in the total number of materials needed in the "Reorder Annual Quantities" section
 - Email the complete Excel files **FOR ELA** to Toya Tate-Rose (LD West Secondary ELA Coordinator) at toya.s.tate@lausd.net
 - Email the complete Excel Files **FOR ELD** to Alejandro Ramirez (LD West Secondary ELD Coordinator) at axr4321@lausd.net

- Station #2: SOCIAL STUDIES/HISTORY**



- Verify the publisher of your Social Studies/History 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 selected.
- Use the following link to download and complete the History Social Science Materials Request Form for your publisher: <https://goo.gl/BhHRqu> (**section is still being updated, folder my not be completely updated**)

□ Station #3: MATH

- When re-ordering consumables for middle school textbooks and Algebra 1, Geometry and Algebra 2, you will find last year's quantities pre-filled into the document. You can change the number of books per grade-level/course as long as the total number of textbooks stays the same. You can download and complete the re-order forms here: goo.gl/1UkxNW. Big Ideas re-order forms can be found in the Cengage folder.
- Use the instructional material request form for newly adopted math elective textbooks. Add 10% to the number of books you anticipate needing. The form can be found here: <https://goo.gl/wi3nVV>
- Email the complete Excel files to Firoza Kanji (LD West Secondary Math Coordinator) at firoza.kanji@lausd.net

□ Station #4: SCIENCE

- Submit the *completed* Annual Shipment Worksheet
- 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*: <https://tinyurl.com/ldwest2018>
- Email the completed Excel files to Kristine Tserunyan (LD West STEAM Coordinator) at kxt46712@lausd.net