

Dear Principal,

Welcome to Textbook Ordering Season!

Please review the schedule below for your appointment for Textbook Roadshow at Local District West. You are scheduled to meet with your Director to review your 2018-2019 textbooks during the date and time listed below.

If you are not able to attend, a certificated designee with knowledge of your enrollment, programs, curriculum and textbooks should participate.

Local District WEST Friday, February 23, 2018 Webster MS Rm 113 Secondary Schools: Dr. Michelle Woods/Rose Hindinger			
8:00a	8:30a	9:00a	9:30a
Bancroft BAL Academy Burroughs	Pio Pico Laurel SPAN Westside Global	Elem/Sec CDS View Park West Hollywood CDS	Fairfax Hollywood HS Middle College
10:00a	10:30a	11:00a	11:30a
Venice Westchester McBride	LACES Cheviot Hills Phoenix	Marina del Rey New Middle School Revere	Twain Wright

Local District WEST Friday March 9, 2018 Webster MS Rm 113 Secondary Schools: Carmina Nacorda/Jaime Morales/Dr. Candice Waters			
8:00a	8:30a	9:00a	9:30a
	Bernstein HS Crenshaw Dorsey	Hawkins: CDAGS CHAS RISE	Washington Prep Bernstein STEM Hamilton
10:20a	10:50a	11:20a	1:00p
LA High University Alonzo CDS	Whitman GALA Marlton	Emerson Le Conte Palms MS	Audubon Harte Prep Cochran
1:30p	2:00p	2:30p	3:00p
Mann Muir Webster	Ellington Young		

Taking textbook inventory and participating in Textbook Roadshow are the first steps in ensuring Williams Sufficiency in the Fall. LD West Directors and Content Coordinators will assist you in creating orders for the 2018-2019 academic year. The orders will be forwarded to LAUSD Procurement Services who will process the orders and forward you electronic copies of the purchase orders to the individuals listed on the *Roadshow School Information Sheet* (please see “checklist” attachment regarding how to prepare for your appointment)

To ensure an efficient, stress-free textbook ordering experience, kindly observe the following:

Prior to the Roadshow Appointment:

1. Complete the “Cover Sheet” (*Roadshow School Information Sheet*).

At the Roadshow Appointment:

1. Arrive promptly to your appointment time. Allow at least 10 minutes prior to your appointment to park and walk to the building. Our space is limited this year — a team of two from the school should be sufficient to complete the process. Carpooling is recommended.
2. **Please review the “Checklist” attachment and follow all directions for each content in preparation for your appointment.**
 - Please bring a copy of your most current classification report
 - Please bring copies of approved textbook waivers, if applicable

After the Roadshow Appointment

1. ILTSS will prepare all purchase orders and provide copies to the Principal and his/her designees via an email correspondence to the individuals listed on the *Roadshow School Information Sheet*.
2. Schools resolve any erroneous/missing shipments with the publisher. Publisher customer service information will appear on the copies of the purchase orders.
3. School textbook teams must track deliveries as they are received and complete the goods receipt in SAP as soon as an order is complete.

Please contact the applicable Content Coordinator for questions about textbook series components.

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ELA	Toya Tate-Rose	toya.s.tate@lausd.net
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Although LAUSD’s Integrated Library and Textbook Support Services (ILTSS) has modified the Textbook Roadshow process, most activities/items are unchanged. Kindly review and share with your Textbook Team the usual required tasks that occur before Roadshow, at your appointment, and after your Roadshow date. Changes are highlighted.

For assistance with any other concern, contact Dr. Darnise Williams, Administrator of Instruction at darnise.williams@lausd.net.

Many thanks for working together to make this a successful Roadshow experience!