LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

TITLE: Textbook Ordering Policies and School Site Procedures

NUMBER: BUL-6210.2

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DATE: December 7, 2020

POLICY: To provide an explanation of appropriate expenditures for Local Control Funding Formula (LCFF) textbook funding and instructions on how to request the appropriate textbooks.

MAJOR CHANGES: This Bulletin replaces BUL-6210.1, *Targeting the Purchase of Textbooks, Grades K-12,* dated August 22, 2016. Changes include:
- Revised instructions
- Updated URL
- Updated contact information
- General timeline

GUIDELINES: The following guidelines apply:

I. TARGETED AREAS FOR PURCHASE

A. In compliance with the mandates of the *Williams* legislation, the District's policy requires that each student, including English learners and students with disabilities, have a District- or State-Adopted, standards-aligned textbook for use in the defined subjects of Reading-English Language Arts (including English Language Development), History-Social Science, Mathematics, and Science in grades TK-12; Health, grades 7 & 9; and, when offered, World Languages in grades 9-12.

B. Students are to be assigned a single textbook in each of these subjects that is to be used both at home and in class. District policy does not allow Integrated Library & Textbook Support Services (ILTSS) to use LCFF funding for the purchase of class sets in addition to the books issued directly to students; nor does the California Education Code require a class set in addition to the textbook issued to a student. The District will fully support the purchase of the new adopted program for schools in the first year of the adoption cycle.

In subsequent years within the adoption period, a school wishing to change to a different program will bear the cost.

C. All textbooks fall within one of four categories:
- District-Adopted Textbooks
- Advanced Placement Textbooks
- District-Waiver Textbooks
- Supplemental Textbooks

1. **District Adopted Textbooks:** District adopted textbooks are the textbooks in the defined subject areas that have been adopted for use in the District for grades TK-12. These books may be purchased with LCFF funding. The list of District *Adopted and Approved Instructional Materials* is available at the ILTSS website, https://achieve.lausd.net/iltss.

2. **Advanced Placement Textbooks:** Advanced Placement textbooks are textbooks in the defined subject areas that are on the instructor's College Board approved syllabus but are not on the Williams List of District Adopted and Approved Textbooks. As such, these books comply with the mandates of *Williams* legislation. These books may be purchased with LCFF funding.

3. **District Waiver Textbooks**: District Waiver textbooks are textbooks that have either been State Adopted or the school has conducted a review under California *Education Code (EC)* Section 60210. These books may be purchased with school discretionary funds. Please see Attachment A for the waiver.

4. **Supplemental Textbooks**: Supplemental textbooks are used to enhance the core instructional program. These books may be purchased with school categorical or discretionary funds.

II. TEXTBOOK ORDERING PROCEDURES

Textbook ordering is coordinated by the Local District (LD) and ILTSS. See Attachment B for a general timeline.

A. School Principals
   1. Designate a staff member to coordinate textbook related activities including inventory, ordering, distribution, collection, and *Williams* sufficiency.
   2. Complete the annual Textbook Inventory by January 31. This will assist with anticipated needs for the upcoming year. See BUL-6189.3, *Instructional Materials Inventory Control Requirements in All Schools*, dated July 31, 2019.
   3. Target textbook purchases for the following school year by comparing the master schedule and enrollment numbers with the current textbook inventory. Textbook requests must not exceed 10% of MiSiS enrollment.
   4. Attend the LD Textbook Roadshow to submit textbook requests for the upcoming year. All Textbook Roadshow documents, including requests, Purchase Orders, and Warehouse Orders will be uploaded into the ILTSS Google Drive, http://tinyurl.com/iltss-textbookorders. See Attachment C for directions on how to access the Google Drive.
   5. Any requests not submitted during the Textbook Roadshow must follow the directions on the Justification for Late Textbook Orders form found in the ILTSS Google Drive under the Roadshow Info & Forms folder.
   6. Upon delivery of orders, immediately verify that quantities from the packing slip match quantities from the Purchase Order. The Purchase Order can be found in the school's Google Folder. If the packing slip and Purchase Order do not match, the school is to contact the publisher to notify them of the discrepancy. Publisher contact information can be found in the ITLSS Google Drive under Roadshow Info & Forms folder.
      a. Schools must accept the shipment as orders are placed upon school request. If the school realizes that they requested too many, then the school can send the surplus to the warehouse. However, prior to sending the materials to the warehouse, the Goods Receipt must be posted upon inventory of all materials.
   7. When instructional materials are delivered, immediately receive and process books into *Destiny Textbook Manager.* If the instructional materials were part of a purchase order, then complete the "Goods Receipt" process to notify the District that books have arrived.

8. Three weeks prior to opening a semester, compare existing textbook inventory to the projected enrollment in the defined subject areas taught at each grade level to identify any remaining possible insufficiencies or surpluses. Remedy identified insufficiencies prior to the beginning of instruction.
   a. Insufficiencies are remedied by first looking in Destiny for surplus inventory of at least three other school sites. If surplus cannot be transferred, schools are to follow the directions on the Justification for Late Textbook Request form found in the ILTSS Google Drive under the Roadshow Info & Forms folder.
9. Review this updated inventory information with Local District personnel to ensure sufficiency and identify surpluses that can be shared with other schools.
10. Using *Destiny Textbook Manager*, distribute the appropriate textbook directly to each individual student beginning on the first day of instruction. See the District *Adopted and Approved Instructional Materials* list to ensure the appropriate textbook for the course is distributed.

B. Local District
1. Designate a point person responsible for all textbook ordering processes.
2. Communicate Textbook Roadshow procedures and any changes with schools.
3. Set the expectation for schools to maintain the textbook loss rate below 10%.
4. Ensure each school site comes prepared and attends their Textbook Roadshow appointment.
5. Ensure quantities requested do not exceed 10% above MiSiS enrollment.
6. Review orders to ensure that the requested textbooks match the inventory reports, student enrollment, and are appropriate for purchasing (i.e., the book is listed on the District *Adopted and Approved Instructional Materials* list).

C. Integrated Library and Textbook Support Services
1. Review Textbook Roadshow procedures and any changes with each Local District.
2. Update all forms and upload the forms to the Google Drive.
3. Create Purchase Order or Warehouse Order. All purchase orders are created on behalf of the school site using the contact names from the roadshow packets. Warehouse orders, from the roadshow packets, are created on behalf of the school site. All orders created, from the roadshow packets, will be uploaded into the ILTSS Google Drive.

LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

AUTHORITY: This is a policy of the Los Angeles Unified School District in compliance with California Education Code sections 60020, 60119, and 60210.

RELATED RESOURCES: BUL-6111.3 *Instructional Materials Policies and School Site Procedures*, dated August 21, 2019.

BUL-6189.3 *Instructional Materials Inventory Control Requirements in All Schools*, dated July 31, 2019.

ASSISTANCE: For selection of textbooks and *Williams* sufficiency questions refer to the ILTSS website: https://achieve.lausd.net/iltss.

dci
Division of Instruction
Los Angeles Unified School District

iLTSS

WILLIAMS SUFFICIENCY WAIVER FOR TEXTBOOKS

Please use this waiver when using a textbook that is not found on the (Elementary, Middle or High School) Williams List of District Adopted and Approved Textbooks. **Only Lead Partner Schools, Pilot Schools, Affiliated Charter Schools, Public School Choice Schools, and other schools with special circumstances may use this form**. Email the completed form to textbooks@lausd.net. While there will be a copy of this completed form at ILTSS, the school site must also maintain the original form for reference.

School Name:

Local District: _____ Location Code: _____

MiSiS Course Number: _____ Grade Level: _____

Course Name:

Title of Textbook:

Author:

Publisher:

ISBN: _____ Copyright Date: _____

Please provide a brief narrative on why this textbook is being used instead of the District Adopted or District Approved Textbook and describe the process used to review the instructional material(s). The process of selecting and implementing new instructional materials should be thoroughly planned, conducted publicly, have substantial teacher involvement, and well documented.

The review process should include:

- Review criteria for evaluation of instructional resources as outlined in the most recent SBE-approved curriculum framework for the subject area under consideration. These criteria include alignment with the SBE-adopted content standards, program organization, assessment, universal access, and instructional planning with teacher support.
- Review the District's Local Control Accountability Plan (LCAP) in order to remain aware of district goals.
- Identify student strengths and weaknesses using district or site level data as appropriate. Disaggregate measures of student achievement in mathematics and language arts from statewide tests results. Review results from district assessments in the content area.
- Identify student diversity/universal access issues that instructional materials need to address – above grade level, below grade level, English learner populations, and special needs populations. The federal Individuals with Disabilities Education Act (IDEA) requires a district to provide accessible instructional materials to students who need them for participation and achievement. While SBE-adopted materials are available in accessible formats from the CDE, a school utilizing non-adopted materials will need to obtain digital files and have them converted to accessible formats, such as braille and large print books.
- Ensure that the instructional materials comply with the state laws and regulations for social content. These laws and the SBE guidelines require that instructional materials used in California public schools reflect California's multicultural society, avoid stereotyping, and contribute to a positive learning environment. Information about the review process can be found on the CDE Social Content Review Web page at https://www.cde.ca.gov/ci/cr/cf/lc.asp.

ATTACHMENT A

School Principal Printed Name	School Principal Signature	Date

Principal Supervisor Printed Name	Principal Supervisor Signature	Date

Local District Superintendent Printed Name	Local District Superintendent Signature	Date

Timeline and Checklist for Textbook Requests

✓	Person Responsible	Action	Due Date
	Preparing Request for Instructional Materials		
	ILTSS and Local District	Coordinate Textbook Roadshow, set expectations, objectives, and best practices.	December
	Principal and/or designee	Complete inventory of available books at school site.	January 31
	Local District	Develop and provide the appointment calendar for Textbook Roadshow to schools and ILTSS.	January
	Principal	Determine what needs to be ordered for the next school year by comparing the textbook inventory, tentative master schedule/matrix, current enrollment, and projected enrollment.	February
	ILTSS	Release updated forms on Google Drive.	January
	Completing the Request for Instructional Materials		
	Local District and School Site	Ensure school site submits all required documents during Textbook Roadshow.	February – March
	ILTSS	Review requests with Local District.	February – March
	ILTSS	Fill Orders.	March – April
	ILTSS	Upload Purchase Orders and reorder information to the school's Google Folder.	March – April
	School Site	Check books received against packing slip and PO/Order Form to ensure accurate delivery. Any issue with delivery, schools are to contact the publisher/vendor.	May – June
	School Site	Complete Goods Receipt on SAP.	May – June
	ILTSS	Upload barcodes into *Destiny Textbook Manager*.	May – June
	School Site	Complete incoming transfer of books on *Destiny Textbook Manager*.	May – June
	ILTSS and DOI	Update *Williams* Instructional Material List for Elementary, Middle, and High School.	May – July
	ILTSS	Associate newly adopted textbooks with courses on *Destiny Textbook Manager*.	May – August
	Requesting Instructional Materials after Textbook Roadshow Appointment		
	School Site	Complete an Online Service Request Form with Justification for Late Orders form attached.	March - August

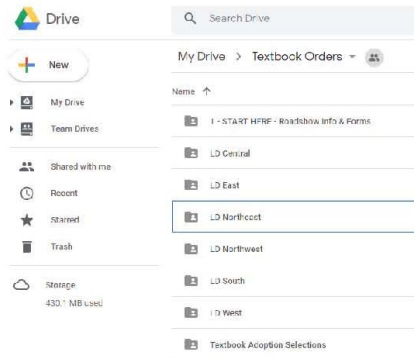# Accessing Textbook Roadshow Documents

How do I access the Google Drive?
1. Use your LAUSD SSO (do not use your personal Google login)
2. Go to http://tinyurl.com/iltss-textbookorders
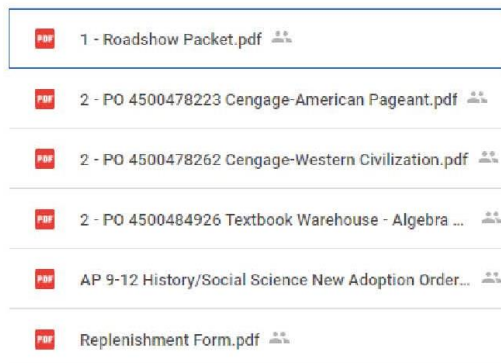
Why is this information important?
- To see what was ordered
- To see what needs a *Goods Receipt*
- To get information from the Purchase Order document to check the status of delivery

What can I find on the Google Drive?
- All documentation including:
  o Instructions, checklist, and timeline
  o Frequently Asked Questions
  o Justification for Late Textbook Order Form
  o Signed Roadshow Packets
  o Initial requests
  o Order forms with publisher contact information

Sample School Google Folder

PDF 1 - Roadshow Packet.pdf

PDF 2 - PO 4500478223 Cengage-American Pageant.pdf

PDF 2 - PO 4500478262 Cengage-Western Civilization.pdf

PDF 2 - PO 4500484926 Textbook Warehouse - Algebra ...

PDF AP 9-12 History/Social Science New Adoption Order...

PDF Replenishment Form.pdf

For further information please contact:
- Kimberly Balala at kkr3219@lausd.net or 213.241.0366
- Angel Rodriguez at angel.e.rodriguez@lausd.net or 213.241.0481
- Diego Zuniga at diego.zuniga@lausd.net or 213.241.8725

Approved: *Crico* Christina Rico, Director, Instructional Operations