

TEXTBOOK ROADSHOW

STEP 1

Ordering Materials

Before Ordering

- Inventory textbooks in Destiny (Goal = 95% Accountability)
- Download Roadshow Packet from the [school's Google Drive folder](#)
- Calculate quantities needed based on E-cast and/or projected enrollment
- Submit completed and signed Roadshow Packet at Local District Roadshow appointment

Note:
Adjustments or holds may take place based on approvals

STEP 2

Receiving Materials

- Regularly check your [school's Google Drive folder](#) to monitor status of your requests
- Inventory the shipment and receive in Destiny. If purchase order was created, post the Goods Receipt

Please do not refuse a shipment

- If there's a shipment discrepancy, contact the publisher (i.e., missing, or damaged materials)
- Contact ILTSS if the order is incorrect

WHEN SHOULD I SUBMIT A REMEDY TICKET?

- If you need to request additional textbooks after Roadshow
- Before submitting a ticket, check neighboring schools for textbook availability
- To submit a remedy ticket, complete a [Justification Form](#) (all signatures required) and attach the form to a [ticket](#)

HOW TO CONTACT US?

textbooks@lausd.net

