

TITLE: Textbook Ordering Policies and School Site Procedures

NUMBER: BUL-6210.3

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DATE: March 25, 2024

POLICY: The purpose of this policy is 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-6210.2, *Textbook Ordering Policies and School Site Procedures*, dated December 7, 2020, and BUL-6111.3, *Instructional Materials Policies and School Site Procedures*, dated August 21, 2019. The aforementioned District policy bulletins have been retired. Changes include:

- Revised instructions
- Updated URL
- Updated contact information
- General timeline

GUIDELINES: As defined by California *Education Code* Section 60119, “sufficient textbooks and/or instructional materials” means that all students, including English learners, have assigned to them standards-aligned materials to use in class and to take home. Schools must provide each student instructional materials for class and home use in the defined subject areas of math, English language arts, history, science, health, and world languages. The Los Angeles Unified School District (District) policy does not allow for the use of State textbook funds for the purchase of a classroom set in addition to books issued directly to students.

The District will fully support the purchase of the new adopted program for schools in the first year of the adoption cycle or first year offering the course. In subsequent years within the adoption period, a school wishing to change to a different program will be responsible for the cost.

ROUTING

Deputy Superintendent of Instruction
Region Superintendents
Region Administrators of Instruction
Region Directors
Principals
School Administrative Assistants
Fiscal Service Managers
Fiscal Specialists

All instructional materials/textbooks that are in the defined areas of math, English language arts, history, science, health, and world languages fall within one of these three categories

- District-adopted instructional materials
- Advanced Placement Instructional materials
- District waiver instructional materials

District-Adopted Instructional Materials

District adopted instructional materials/textbooks are instructional materials/textbooks in the defined subject areas of math, English language arts, history, science, health, and world languages that have been adopted by either the California State Board of Education or the Los Angeles Unified Board of Education for use in the District for grades UTK-12. The LAUSD Williams List of Instructional Materials is available on the [Library & Textbook Support webpage](#). These instructional materials may be purchased with LCFF funds.

Advanced Placement Textbooks

Advanced Placement textbooks that are not on the LAUSD Williams List of Instructional Materials but are on the instructor's College Board approved syllabus comply with the mandates of Williams legislation and can be used for instructional material sufficiency. These instructional materials may be purchased with LCFF funds. The District will fully support the purchase of the Advanced Placement textbooks the first year the school is offering the course. In subsequent years within the adoption period, a school wishing to change to a different program will be responsible for the cost.

District Waiver Instructional Materials

District waiver textbooks are instructional materials in the defined subject areas of math, English language arts, history, science, health, and world languages for which a school site review has been conducted under California *Education Code* Section 60210. These books may be purchased with school discretionary funds. Please see Attachment A for more information about the waiver process.

Textbook Request and Ordering Procedures

Textbook request and ordering procedures are coordinated by the Region and Library & Textbook Support. See Attachment B for a general timeline.

School Principals

- Designate a staff member to coordinate textbook related activities including inventory, requests, distribution, collection, and *Williams* sufficiency.
- Complete the annual Textbook Inventory. This will assist with anticipated needs for the upcoming school year. See BUL-6189.4, *Instructional Materials Inventory Control Requirements in All Schools*, dated March 25, 2024.
- Target textbook requests for the upcoming school year by comparing the master schedule and enrollment numbers with the current textbook inventory. Textbook requests must not exceed 15% of MiSiS enrollment. Library & Textbook Support reserves the right to change request numbers from the school site based on past trends of enrollment at school site.
- Attend the Textbook Roadshow coordinated by the Region to submit textbook requests for the upcoming school year coordinated by the Region. All Textbook Roadshow documents, including requests, Purchase Orders, and Warehouse Orders will be uploaded into the [LAUSD Textbook Google Drive](#).
- Any requests not submitted during the Textbook Roadshow must follow the directions on the Late Textbook Request Justification Form. The Late Textbook Request Justification Form can be found in the [Roadshow Info & Forms Folder](#).
- Upon delivery of orders, immediately verify that quantities from the packing slip match quantities from the Purchase Order and post the Goods Receipt in SAP. The Purchase Order can be found in the school's folder in the LAUSD Textbook Google Drive. 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 LAUSD Textbook Google Drive under the Roadshow Info & Forms Folder.
 - Schools must accept the shipment as orders are placed based on school requests. If the school realizes that they requested too many, or the request is no longer needed, then the school should send the surplus to the warehouse (see BUL-054698.3, *Removal of Obsolete, Surplus, and/or Damaged Textbooks, Library Books, and Instructional Materials*, dated March 25, 2024). However, prior to sending the materials to the warehouse, the Goods Receipt must be posted upon inventory of all materials.
- Three weeks prior to opening a semester, compare existing textbook inventory to the projected enrollment to identify any possible

insufficiencies or surpluses. Remedy identified insufficiencies prior to the beginning of instruction.

- Insufficiencies are remedied by first looking in *Destiny Resource Manager for Textbooks* for surplus inventory of at least three other school sites. If surplus cannot be transferred, schools are to follow the directions on the Late Textbook Request Justification Form found in the LAUSD Textbook Google Drive under the Roadshow Info & Forms Folder.
- Review this updated inventory information with Region personnel to ensure sufficiency and identify surpluses that can be shared with other schools.
- Using *Destiny Resource Manager for Textbooks*, assign the appropriate textbook directly to each student on or before the first day of instruction. See the District's *Williams Instructional Materials List* to ensure the appropriate textbook for the course is assigned.

In addition, school sites are reminded that schools must provide access and communicate opportunities for parents and the school community for review of all instructional materials at school sites on an ongoing basis.

Region

- Designate a point person responsible for coordinating and supporting all textbook activities, including inventory, requests, and *Williams* sufficiency.
- Communicate Textbook Roadshow procedures and any updates with schools.
- Set the expectation for schools to maintain the textbook loss rate below 10%.
- Ensure each school site comes prepared and attends their Textbook Roadshow appointment.
- Ensure quantities requested not exceed 15% above MiSiS enrollment.
- Upload school's Textbook Roadshow Packet to the LAUSD Textbook Google Drive.

Library & Textbook Support

- Review Textbook Roadshow procedures and any changes with Regions.
- Update all forms and upload school's blank Textbook Roadshow Packet to the LAUSD Textbook Google Drive.
- Create Purchase Order or Warehouse Order based on school requests. Final quantities may be changed by Library & Textbook Support if

needed. If requests cannot be filled by surplus at the warehouse, then a Purchase Order will be created.

- All Purchase Orders are created on behalf of the school site using the contact names from the Roadshow Packets and will be uploaded to the school's folder in the LAUSD Textbook Google Drive.

AUTHORITY: This is a policy of the Los Angeles Unified School District in compliance with California *Education Code* Sections 35160, 60020, 60119, and 60210.

RELATED RESOURCES: BUL-054698.3, *Removal of Obsolete, Surplus, and/or Damaged Textbooks, Library Books, and Instructional Materials*, dated March 25, 2024.
BUL-6189.4, *Instructional Materials Inventory Control Requirements in All Schools*, dated March 25, 2024.

ATTACHMENTS: Attachment A – Williams Sufficiency Waiver for Textbooks
Attachment B – Timeline and Checklist for Textbook Requests

ASSISTANCE: For assistance or further information please contact Library & Textbook Support, textbooks@lausd.net



Williams Sufficiency Waiver for Instructional Materials

Complete this waiver form when using an instructional material that is not found on the Elementary, Middle, or High School LAUSD Williams List of Instructional Materials.

Email the completed waiver form including the narrative and review process to textbooks@lausd.net. Completed and approved waiver forms will be uploaded to the school's folder on the LAUSD Textbook Google Drive.

School Name: _____

Region _____ Location Code _____ Grade Level(s) _____

MiSiS Course Code(s) _____ MiSiS Course Name(s) _____

Title of Textbook _____

Author _____

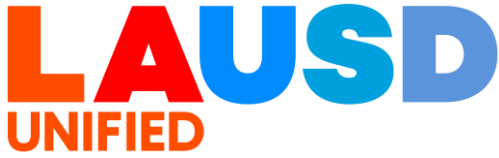
Publisher _____

ISBN _____ Copyright Date _____

Attach a brief narrative on why this instructional material is being used instead of the District Adopted instructional material and describe the process used to review the instructional material(s) using [BUL-145709](#) guidelines. The process of selecting and evaluating new instructional materials should be thoroughly planned, conducted publicly, have substantial teacher involvement, and be well documented in accordance with California *Education Code* 60210.

The selection and evaluation process should include the following:

- 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 Strategic Plan and Local Control Accountability Plan (LCAP) in order to ensure alignment with the District's goals.
- Identify student strengths and weaknesses using District or school data as appropriate.
- 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. While SBE-adopted materials are available in accessible formats from the CDE, a school utilizing non-adopted materials will


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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, <https://www.cde.ca.gov/ci/cr/cf/lc.asp>

 Department Chair Printed Name

 Department Chair Signature Date

 School Principal Printed Name

 School Principal Signature Date

 Region Director Printed Name

 Region Director Signature Date



Timeline and Checklist for Textbook Requests

Person(s) Responsible	Action	Due Date
Preparing Request for Instructional Materials		
Region	Attend Library & Textbook Support Textbook Roadshow Orientation.	January
Principal and/or designee	Complete inventory of textbooks at school site.	January
Region	Develop and provide the appointment calendar for Textbook Roadshow to schools and Library & Textbook Support.	End of January
Principal and/or designee	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
Library & Textbook Support	Release updated forms on the LAUSD Textbook Google Drive.	End of January
Completing the Request for Instructional Materials		
School Site	Meet with Region to review all textbook requests for upcoming school year.	February to Mid-March
Region	Upload requests to Region in-basket on the LAUSD Textbook Google Drive.	February to Mid-March
Library & Textbook Support	Process requests.	February to April
Library & Textbook Support	Upload Purchase Orders & Warehouse Orders to the school's folder on the LAUSD Textbook Google Drive.	April to June
School Site	Check textbooks received against packing slip and PO/Order Form to ensure accurate delivery. Any issue with delivery, schools are to contact vendor.	April to June
School Site	Complete Goods Receipt in SAP.	April to June
Library & Textbook Support	Upload barcodes into <i>Destiny Resource Manager for Textbooks</i> .	April to June
Library & Textbook Support	Associate newly adopted textbooks with courses in <i>Destiny Resource Manager for Textbooks</i> .	June
Requesting Instructional Materials after Textbook Roadshow		
School Site	Complete Online Help Desk Ticket and attach a completed Late Justification for Textbook Request Form.	March to August