



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Targeting the Purchase of Textbooks,  
High Schools

**NUMBER:** REF-4613

**ISSUER:** Maria E. Wale, Assistant Superintendent  
Professional Development & Leadership

## **ROUTING**

Local District Superintendents  
Local District Directors  
Local District Instructional  
Coordinators  
Local District Fiscal Services  
Managers  
Principals

**DATE:** February 16, 2009

**PURPOSE:** To provide ordering instructions and an explanation of appropriate expenditures for State textbook funding.

**MAJOR CHANGES:** This Reference Guide replaces REF-4117, Targeting the Purchase of Textbooks, High Schools, dated February 11, 2008, and contains updated District procedures and best practices for ordering textbooks to ensure textbook sufficiency. Changes include new language that aligns to language used by California Ed Code.

**INSTRUCTIONS:** The following guidelines must be implemented:

### A. TARGETED AREAS FOR PURCHASE

In compliance with the mandates of *Williams* legislation, the District's policy requires that each student, including English-language learners and those in special day classes, have a District-adopted textbook for use in the **defined** subjects of **Reading-English Language Arts, History-Social Science, Mathematics, Science, Health, and Foreign Language**. Students are to be assigned a single textbook in these subjects that they are to use both at home and in class. District policy does **not** allow the use of State textbook funding for the purchase of class sets in addition to the books issued directly to students.

Schools should have textbooks for every student as all schools reported 100% sufficiency on their *Williams* certifications for the September 23, 2008 hearing.

Textbooks may fall within one of three categories:

- District **Adopted** Textbooks
- District **Approved** Textbooks
- **Supplemental** Textbooks

**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 K-12. These are the **only** textbooks that may be purchased with State textbook funding. The list of District Adopted Textbooks is available at the Textbook Services website, <http://textbookservices.lausd.net>.

**District Approved Textbooks:** District approved textbooks are additional textbooks in the defined subject areas that have been approved by the District's instructional units for use in the District for grades K-12, but have not gone through the formal State or District adoption process. As such, these books comply with the mandates of *Williams* legislation; however,



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these books may **not** be purchased with State textbook funding. The list of District Approved Textbooks is also available at the Textbook Services website, <http://textbookservices.lausd.net>.

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

In order to ensure sufficient textbooks for students, high schools are directed to target the expenditure of 2009-2010 State textbook funding for purchases of District **Adopted** textbooks only.

### B. DETERMINING TEXTBOOK NEEDS

1. Inventory all textbooks to determine anticipated needs.
2. Remove obsolete and unused books and materials from classrooms and textbook room.
3. Review textbook inventory with Local District Director of School Services or Administrator of Instruction.
4. Compare projected enrollment numbers and current inventory counts to target textbook purchases for the following school year.
5. Ensure that textbooks and instructional materials are ordered, to the extent practicable, before the school year begins as specifically stated in the Education Code, Section 60252.
6. Immediately inventory and process books upon delivery. Complete the "online receiver" for both partial and complete orders.
7. Compare textbook inventory to Master Schedule two weeks prior to opening a semester or track to identify possible insufficiencies for specific courses. Review this inventory information with Local District personnel to ensure sufficiency and identify surpluses that can be shared with other schools.
8. Remedy identified insufficiencies prior to the beginning of instruction.

### C. PRICE LISTS AND ORDER FORMS

Textbook Services website provides Price Lists and Order Forms for foreign language, health, history/social science, DRWC/ELD, and mathematics at <http://textbookservices.lausd.net> under Order Forms 9-12. See Section E for information on Mathematics adoption ordering.

Order forms are in Excel format. With the exception of the school information and quantity fields, the spreadsheet is locked. It will calculate prices including sales tax. It can be emailed from one site to another within the District. However, it should **not** be e-mailed to publishers. Publishers have been mandated by the District not to process orders unless they have a hard copy of the order with the principal's signature.

Local Districts must contact the publishers to obtain prices and shipping costs for adopted textbooks for which no price list order form is posted on Textbook Services website. Shipping costs are usually 9% or 10% and must



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be calculated on the subtotal and before the total. Shipping is taxed.

Current list of publishers' information including publisher representatives' names and phone numbers are also located on the Textbook Services website. As needed, Local Districts should contact their local publishers' representatives to help them write their orders to ensure correct pricing and obtain the best possible gratis package.

To minimize expenditures, Local Districts are **strongly encouraged** to utilize used book vendors to purchase replacement English Language Arts textbooks. A listing of all approved used book vendors can be accessed at the Textbook Services website, <http://textbookservices.lausd.net>.

### D. GRATIS ITEMS FOR NEW ADOPTIONS, NEW CLASSES AND/OR NEW SCHOOLS

Publishers are legally bound to provide the same gratis packages, as listed in the Price List Order forms, to everyone in the District, state, and the country. Publishers will provide the greatest number of free materials the first year of every adoption. However, if schools are implementing new classrooms or opening new schools, publishers will provide the first year gratis packages.

Free items must be *requested* on the BPO or the attachments otherwise the materials will not be shipped. Publishers are expected to provide the free items promised when schools place their original orders. In subsequent years of the adoption, publishers are not expected to provide free items, such as a teacher's edition, to schools. If support materials are lost, schools are expected to pay for replacements.

### E. MATHEMATICS ADOPTION – ALGEBRA I

Algebra I is targeted for purchase this year. The current mathematics textbooks should be retained until the newly adopted textbooks are assigned to students.

Textbook Services provides electronic order forms for Algebra I textbooks in an Excel format that will compute totals and include the gratis package. These spreadsheets are posted on the Textbook Services website: <http://textbookservices.lausd.net>.

### F. TEXTBOOK ORDERING PROCEDURES

When placing BPO orders, Local Districts have agreed to implement the following best practices:

- All decisions for textbook ordering are coordinated by the Local District.
- Textbook funding remains at the Local District level.
- Local Districts will begin ordering the second week of February.
- Local Districts will provide schools with a "Request for Textbooks" form that can be used for review, adjustments, and approval.
- Local Districts will establish procedures to help principals write textbook orders based on enrollment projections.



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- The Local District will process the signed and completed “Request for Textbooks” form.
- Local District personnel will review orders to ensure that the requested books are appropriate for purchasing with State textbook money.
- Local Districts should compare, whenever possible, previous years orders with the current requests to monitor loss/replacement rates of their schools. (The recommended loss/replacement rate is 10%)
- The “Request for Textbook” form will be submitted to the Local District fiscal services manager for the funding line information.
- Local District support staff will input the BPO orders.
- The BPO will be printed at the Local District Office.
- The Local District superintendent or designee will sign off on the BPO.
- The Local District Office will mail the BPO to the publisher.
- The Local District Office will maintain a spreadsheet listing of all orders placed.
- The Local District Office will forward a copy of the BPO to the school attached to a cover memo listing the orders included.
- The school location will receive the books and verify quantities.
- The school location will input the “online receiver” into IFS for both partial and complete orders.
- Local District support staff will monitor the delivery of all the Local Districts’ BPOs and the timely completion of the “online receiver” by the school site.
- All documents will be retained on file as reference for school and Local District Certification of Textbook Sufficiency (see Reference Guide No. REF-3539, February 12, 2007) in compliance with state textbook funding and *Williams* legislation requirements.

Potential benefits realized from these practices include central ordering control, accurate initial order input including gratis items, elimination of some non-essential purchases, and greater control over receipt verification, thus reducing back end payment issues.

### G. DISPLAY

Textbook Services operates a permanent display of all state-adopted and District textbooks and instructional materials. The office is located at Adams Plaza, 1545 Wilshire Boulevard, Suite 200, Los Angeles, CA 90017, and is open from 8:00 a.m. to 4:30 p.m., Monday through Friday. For parking instructions, please call (213) 207-2280.

### RELATED RESOURCES:

BUL-2326.6, *Textbook Policies and School Site Procedures*  
dated January 23, 2009

LAUSD *Procurement Manual*, Business Services Division



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- ASSISTANCE:**
- For reading program information, call the Local District Literacy Coordinator.
  - For English Language Development Program information, call the Local District English Learner Coordinator.
  - For mathematics program information, call the Local District Mathematics Coordinator.
  - For price lists and order forms information, refer to Section C, call Textbook Services at (213) 207-2280, or refer to the Textbook Services website: <http://textbookservices.lausd.net>.
  - For budget information, call the Local District fiscal services manager.
  - For additional information about the BPO process, call Procurement at (562) 654-9009.



**BOOK PURCHASE ORDER (BPO) PROCESS FLOWCHART  
Targeted Textbook Purchases**

ACTIVITY	Order Preparation	Order Entry	Order Monitoring	Delivery and Receiving
RESPONSIBLE FUNCTIONAL UNIT(S)	Schools and Local District (LD) Office	Schools or Local District (LD) Office	Textbook Services (TS) and Local District Staff	Schools and Local District
<b>PROCESS</b>	<p>LD adheres to centralized ordering</p> <p>Schools compare existing inventory with projected enrollment.</p> <p>Schools obtain accurate pricing from Price List and Order Forms available on the Textbook Services webpage.</p> <p>Schools work with publishers to ensure orders are correctly written to include gratis items</p> <p>Schools work with LDs to ensure orders are completed and input correctly into IFS</p>	<p>BPO &gt; \$1000</p> <p>For BPOs &lt; \$1000, but &gt; \$250, Principal to approve online &amp; "SCHD" in IFS</p> <p>For BPOs &gt; \$1000, LDs review &amp; release before the BPO is "ACCPT" in IFS*</p> <p>* LDs can enter BPOs for any amount greater than \$250 on behalf of their schools.</p>	<p>LD clerical support monitors delivery &amp; helps resolve delivery delays*</p> <p>LDs assist schools by contacting publishers when BPO's approach 60 days ARO</p> <p>TS will work with publisher representatives to ensure a timely delivery</p> <p>* The District requires publishers to deliver State-adopted textbooks within 60 days after Receipt of Order (ARO).</p>	<p>Publisher delivers order within 60 days</p> <p>School enters an "online" receiver into the IFS system</p> <p>LDs assist in resolving late deliveries*</p> <p>* In the event of an unusual delay causing a backorder, the 60 day requirement maybe extended by mutual agreement for order fulfillment.</p>
<b>TIMELINE</b>	<b>Feb. 9 – Feb. 27, 2009</b>	<b>Mar. 2 – Mar 27, 2009</b>	<b>Mar. 30 – May 29, 2009</b>	<b>May 18 – July 31, 2009</b>