

Textbook Timeline

August - September

- All student and teacher textbooks should be checked out in Destiny by the end of the second week of school. At the end of the second week of school, reports should be run by the textbook coordinator to ensure that this is complete.
- Check for available textbook transfers to meet school textbook needs. Use new state-adopted textbook request procedures to submit any textbook requests that cannot be filled via transfers. All textbook requests must be submitted to Media Services for approval.

Note: Transfers and replacement book requests occur throughout the year.

October

- Run textbook checkout report by homeroom or Language Arts teacher for all students. Include this report with 1st grading period report cards.

February

- Media Services creates draft “free materials” orders and emails them to the schools. Schools edit and/or approve the draft orders and send them back to Michelle White (mwhite5@ecsdfl.us) in the Media Services office by the deadline stated in the email.
- Media Services creates draft “consumable” orders (elementary only) and emails them to the schools. Schools edit and/or approve the draft orders and send them back to Michelle White (mwhite5@ecsdfl.us) in the Media Services office by the deadline stated in the email.

March/April

- Media Services sends an email to all schools to begin planning for the pick-up of off-adoption textbooks. Materials off adoption will be listed and instructions will be included. It is the school's responsibility to notify Media Services of the intent to participate in the book pick-up and prepare for the pick-up date.
- Media Services sends draft textbook adoption orders and emails them to the schools. Schools edit and/or approve the draft orders and send them back to Michelle White (mwhite5@ecsdfl.us) in the Media Services office by the deadline stated in the email.
- Media Services will initialize textbook inventories for all Destiny Schools in mid April. Schools will have until mid May to finish their inventories. Remember to click the “Finished” button on the inventory page to let us know you have completed your inventory.
- Media Services and the Warehouse will send the Annual Physical Inventory instructions and print-outs to all non-Destiny schools. This report should be signed, completed, and submitted to Media Services by the date specified. Schools should keep a copy for their records.

May

- Newly adopted materials that have been ordered may begin arriving in late April and/or early May. Schools should be expecting barcoding kits for the new materials. Schools should barcode their books before distribution.
- During the last two weeks of school, textbooks should be collected and checked-in.

June - July

- The last day of school is the deadline for all textbooks to be checked-in. On this date, all overdue books are turned to lost.
- The lost copies report will be sent to the principals at each school. This document reflects textbook lost in inventory and circulation. This report requires the principal's signature and must be returned to Media Services.