



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT B

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 <i>Destiny Textbook Manager</i> .	May – June
	School Site	Complete incoming transfer of books on <i>Destiny Textbook Manager</i> .	May – June
	ILTSS and DOI	Update <i>Williams</i> Instructional Material List for Elementary, Middle, and High School.	May – July
	ILTSS	Associate newly adopted textbooks with courses on <i>Destiny Textbook Manager</i> .	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



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