



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Transfer of Obsolete High School Health and Selected Secondary World Language Instructional Materials

NUMBER: REF-109100

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ROUTING

Local District Superintendents
Administrators of Instruction
Community of Schools
Administrators
Principals
School Administrative
Assistants

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PURPOSE: The purpose of this Reference Guide is to provide guidelines and instructions for the smooth and efficient transfer of obsolete High School Health and selected Secondary World Language textbooks as newly adopted instructional materials are implemented.

MAJOR CHANGES: In preparation for the 2021-2022 school year, the District evaluated, adopted, and purchased High School Health and selected Secondary World Language instructional materials as follows:

- High School Health
- Spanish 1AB-4AB
- Advanced Placement Spanish Language
- Advanced Placement Spanish Literature
- Advanced Placement Latin
- Advanced Placement French Language
- Advanced Placement Japanese Language
- Advanced Placement Chinese Language
- Advanced Placement Italian Language

To ensure Williams sufficiency, schools must retain the former High School Health and selected Secondary World Language instructional materials until receipt and distribution of the newly adopted instructional materials is completed. Once the newly adopted textbooks and instructional materials have been implemented, all previous obsolete materials must be sent to the District Warehouse per the instructions below. Delivery is expected prior to the opening of the Fall 2021 semester.

Inventory received from school sites will be removed from the school's Destiny Textbook Manager inventory by Integrated Library & Textbook Support Services (ILTSS) staff. Procurement will negotiate the sale of obsolete instructional materials, not the individual sites.



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- INSTRUCTIONS:** The principal or designee should:
- Wait until after declaring Williams sufficiency before removing previously adopted materials.
 - For obsolete textbooks and workbooks, please adhere to the following directions:
 - Pack only the books and workbooks in boxes. Boxes and tape may be ordered through the LAUSD General Stores Distribution Catalog (material number for boxes is 6402500060 and 8323212110 for tape).
 - Boxes must not exceed 18x18x16.
 - Boxes must be in a location easily accessible for Truck Operations upon pickup.
 - Mark the boxes as obsolete High School Health and World Language
 - Request pick-up of the obsolete materials via an Online Service Request (<https://lausd-myit.onbmc.com/>) Pick-ups will be completed on a first come, first served basis.
 - Refrain from storing pallets outdoors during the inclement weather season. If pallets are water damaged or have signs of insects and/or pests, the Truck Operations Unit will not remove the pallets from the site.
 - Send **only** the specified books to the textbook warehouse. Please refrain from sending non-instructional materials to the warehouse for disposal, e.g. old cum files, clothing, and electronics. Boxes containing non-textbook items may be returned to the school.
 - Arrange one pick up per physical school address (e.g. co-located schools and small schools should coordinate one pick-up location).

ASSISTANCE: For assistance or further information for books, please email textbooks@lausd.net