

SAMPLE TEXTBOOK DISTRIBUTION PLAN

Typically, textbook distribution begins on the first day of instruction. It can also occur prior to the first day of instruction if the school elects to offer a registration day(s) for their students.

Here are some suggestions for textbook distribution when distributing textbooks beginning before/on the first day of instruction:

- Designate a book check out location on campus.
- Receive all incoming barcodes in Destiny Resource Manager (Step 4 in the [Transferring Textbooks](#) Tutorial)
- Create a schedule for distribution based on grade level, then students last name. Estimated time for textbook distribution per student is 5-10 minutes.
- Print out the *Williams List of District Adopted and Approved Textbooks* for the appropriate grade levels. The Williams list can be found at <https://achieve.lausd.net/iltss> → Textbooks → *Williams Sufficiency* → Adopted and Approved Instructional Materials. Highlight the textbook that the school selected and uses per course for quicker identification.
- Print out Patron Barcodes (Patron Reports → Barcode Labels in Destiny Resource Manager) to make distribution easier.
- Ask the students to line up in alphabetical order by their last name to match the Patron Barcode printout.

Students who missed an opportunity to receive one or more textbooks:

- Establish a make up day for distribution based on grade level, then students last name.

Students who are new to the site:

- Students can be directed to the location where textbooks are distributed as the final step in the registration process
 - Student will receive textbooks for all their classes.