



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT A

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:

- 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 Textbook Manager) to make distribution easier.
- Designate a book pick up location at an external point on campus. Use visual aids to indicate a safe distance - every six feet apart. Set up a table for students to pick-up textbooks.

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 outside location where textbooks are distributed as the final step in the registration process
 - Student will receive textbooks for all their classes