

ADMINISTRATIVE CIRCULAR NO. 92
Office of the Deputy Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: April 25, 2008

To: Division and Department Heads and Principals of Elementary and Atypical Schools

Subject: NEW ADOPTION TEXTBOOK ORDERS, GRADES K-6 ELEMENTARY, AND ALLOCATION OF SIM FUNDS FOR 2008-2009 SCHOOL YEAR

Department and/or Persons Concerned: Principal, Library/Resource Staff, and Building Services Supervisor

Due Date: May 23, 2008

Reference: District Procedures Nos. 4505, 4510, and 4520

Action Requested: Complete order forms and forward to Anna Cornett, Instructional Materials Department, Instructional Media Center (IMC)

Brief Explanation:

One elementary textbook ordering workshop for Library Media Teachers, School Library Technicians and/or other staff responsible for Grades K-6 elementary textbook ordering will be offered in May.

Monday, May 12, 2008 1:00 p.m. – 3:00 p.m. IMC Evaluation Room 1

A second workshop for all atypical sites will be offered (grades K-12, as a makeup session).

Friday, May 16, 2008 1:00 p.m. – 3:00 p.m. IMC Evaluation Room 1

At the workshop, sites will receive information about new textbook adoptions for 2008-2009, as well as, site instructional materials funds used for growth and replacement. In addition, the Instructional Materials Department staff will review the textbook ordering process. Site-specific packets will be distributed with pertinent 2008-2009 adoption information.

I. New Adoptions

A. Elementary level courses, Grades K-6 elementary, are listed below:

Subject Area	Grade(s)	Course
Science	K-6	Science K-6 • New Adoption
Mathematics	K-2	Math K-2 nd Consumable Texts • Current Adoption-new materials
History/Social Science	K-6	History/Social Science K-6 • Current Adoption – Replacement of Homework and Practice Consumable Workbook
Special Education	K-6	Functional Mathematics K-6 • New Adoption

Instructional materials for the above courses will be issued by the Instructional Materials Department, matching 2007-2008 student enrollments, as reported in the Zangle Enrollment Analysis Report. Principals will review the order prepared by the Instructional Materials Department. To cover growth or reconfiguration after the opening of school, sites must fax an “Instructional Materials Adjustment Request” to the Instructional Materials Department. The information will be verified and additional materials sent as quickly as possible. Allocations to atypical sites may vary depending on class size. Schools with increased enrollment in subsequent years must purchase textbooks using site budgets.

All necessary forms will be provided in the site workshop packet and will be available on the Instructional Materials Department website following the workshop:

- http://www.sandi.net/depts/instructional_materials/index.html
- B. Reconciliation will take place on instructional materials issued to sites. The Instructional Materials staff will verify student enrollments and teacher counts for each site as reported in Zangle on the District’s official active enrollment date, with final reconciliation taking place during second semester. If a school has ordered materials in excess of their allocation, as verified in Zangle, site personnel responsible for instructional materials orders must contact the Instructional Materials Department to arrange for pick up of **unused, unprocessed materials** or provide a budget number for payment by the end of February. If arrangements have not been made by that date, the budget provided on the original “Projected Enrollment Adjustment Request” will be charged.
- C. **Please note that videos, software, calculators, other technology-based instructional materials, and *processed textbooks* may not be returned. Excess materials will be charged to the site. Please use caution when ordering these materials.**

II. New Teacher Classrooms

Classroom teacher materials in all subjects are available at no charge to sites with increased enrollments requiring additional classrooms. To qualify as a new classroom and to be eligible to receive no-charge teacher materials, the following criteria must be met:

1. An additional teacher must be hired.
2. The overall teacher count must show an increase over the previous year.
3. Classroom teacher materials must be a current district adoption.

Note: A grade level increase without an increase in total teacher count is considered a reconfiguration. Reconfigurations **do not** qualify as new classrooms.

To request materials, submit a "New Classroom Order Form" to Anna Cornett, Instructional Materials Department, IMC. Materials will be issued to the site upon verification of a new classroom. Forms are available on the Instructional Materials Department website, http://www.sandi.net/depts/instructional_materials/index.html, and may be faxed to (858) 496-8361.

III. Contact Persons

Questions regarding information included in this circular may be directed as follows:

- SIM funding and SIM budget accounts: Donata Barbour, Budget Analyst, Budget Department, dbarbour@sandi.net, (619) 725-7637.
- Preparation of textbook orders: Anna Cornett, Instructional Materials Services Clerk, K-6 Elementary, Instructional Materials Department, IMC, acornett1@sandi.net, (858) 496-8462.

Denise Hankins
Manager, Instructional Materials

APPROVED:



Geno Flores
Deputy Superintendent

DH:am

Distribution: Lists A, B, and D