

**ADMINISTRATIVE CIRCULAR NO. 94**  
Office of the Deputy Superintendent

**SAN DIEGO CITY SCHOOLS**

**Date:** April 10, 2006

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

**Subject:** TEXTBOOK ORDERS AND ALLOCATION OF SIM FUNDS, GRADES K-6, FOR 2006-2007 SCHOOL YEAR

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

**Due Date:** May 12, 2006

**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), Room 102.

**Brief Explanation:**

One elementary textbook ordering workshop for Library Media Teachers, School Library Technicians and/or other staff responsible for textbook ordering is being offered in April. In addition, a workshop for year-round sites and people unable to attend in April will be offered in May. Both workshop times and locations are listed below.

*Traditional Sites*

**April:**

Monday, April 24, 2006	1:30 p.m. – 3:30 p.m.	Kearny High Educational Complex Library
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*Year-round Sites/Make-Up*

**May:**

Friday, May 5, 2006	1:30 p.m. – 3:30 p.m.	IMC, Main Building Evaluation Room 1
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At the workshop, sites will receive information about new textbook adoptions and site funding. In addition, the Instructional Materials Department staff will review the textbook ordering process. Site-specific packets will be distributed with pertinent adoption information.

## I. New Adoptions

- A. Elementary level courses, Grades K-6, receiving newly adopted instructional materials for 2006-2007 are listed below:

Subject Area	Grade(s)	Course
<u>Health</u>	K-6	Health Education K-6
<u>Special Education</u>	K-6	Functional Social Studies K-6
<u>Mathematics</u>	K-2	Math K-2 Consumable Texts

Instructional materials for the above courses will be issued by the Instructional Materials Department in accordance with student enrollment of 2005-06, as shown in the official active enrollment. Principals will review the order and may request additions or deletions based upon enrollment projections by submitting a "Projected Enrollment Adjustment Request." These additional materials will be held in the warehouse for delivery upon verification from the student information system. Allocations to atypical sites may vary depending on class size. For unanticipated growth or reconfiguration after the opening of school, sites should fax an "Instructional Materials Adjustment Request" to the Instructional Materials Department. The information will be verified and additional materials sent as quickly as possible. Schools that have an increase in enrollment in subsequent years must purchase textbooks using their site budget accounts.

All forms will be provided in your site packet and will be available on the Instructional Materials Department's website.

- 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 based on the District's official active enrollment date on the fourth Friday of the school year. If a school orders excess materials, site personnel responsible for instructional materials orders must call the Instructional Materials Department to arrange for pick up of **unused, unprocessed materials** or provide a budget number for payment by November 15. If excess materials have not been returned, the budget number provided on the original "Projected Enrollment Adjustment Request" will be charged. **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. Additional 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 be eligible

to receive no-charge teacher materials, the following criteria must be met:

1. The hiring of an additional teacher.
2. An increase in the number of classrooms over the previous year.

Note: A reconfiguration **does not necessarily** qualify as a new classroom. To request materials, submit a New Elementary Classroom Order Form to Anna Cornett, Instructional Materials Department, IMC, Room 102. Materials will be issued to site upon verification of a new classroom. Forms are available on the Instructional Materials website.

### III. Contact Persons

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

- SIM funding and SIM budget accounts: Wendy Gilmore, budget analyst, Finance Department, [wgilmore@sandi.net](mailto:wgilmore@sandi.net), (619) 725-7634.
- Preparation of textbook orders: Anna Cornett, instructional materials services clerk, K-6, Instructional Materials Department, IMC, [acornett@sandi.net](mailto:acornett@sandi.net), (858) 496-8462.

Denise Hankins  
Manager, Instructional Materials

APPROVED:



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