

ADMINISTRATIVE CIRCULAR NO. 96
Office of the Deputy Superintendent

SAN DIEGO CITY SCHOOLS

Date: April 10, 2006

To: Division and Department Heads and Principals of Senior High and Atypical Schools, Grades 9-12

Subject: TEXTBOOK ORDERS, GRADES 9-12, FOR 2006-2007 SCHOOL YEAR

Department and/or Persons Concerned: Principal, Library/Resource Staff, Head Counselor, and Department Chairpersons

Due Date: May 12, 2006

Reference: District Procedure No. 4520

Action Requested: Complete order forms and forward to Anne Mealiffe, Instructional Materials Department, Instructional Media Center (IMC), Room 102.

Brief Explanation:

One secondary textbook ordering workshop for Library Media Teachers 9-12, School Library Media Technicians and/or other staff responsible for textbook ordering will be 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:		
Thursday, April 27, 2006	1:30 p.m. – 3:30 p.m.	Kearny High Educational Complex Library

Year-round Sites/Make-Up

May:		
Friday, May 5, 2006	1:30 p.m. – 3:30 p.m.	IMC, Main Building Evaluation Room 1

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, including order forms for courses requiring instructional material selections.

I. New Adoptions

- A. Senior high school courses, Grades 9-12 receiving newly adopted instructional materials for 2006-2007 are listed below:

<u>Subject Area</u>	<u>Grade(s)</u>	<u>Course</u>	<u>Course Number(s)</u>
<u>Special Education</u>	9-12	Functional Social Studies 9 th -12 th	7123
<u>Visual and Performing Arts</u>			
• <i>Music</i>	10-12	Advanced Placement, Music Theory 1-2	5373-5374
	9-12	Choir 1,2	5050-5051
		Choir 3,4	5055-5056
		Choir 5,6	5060-5061
		Choir 7,8	5360-5361
	9-12	Instrumental Ensemble 1,2	5101-5102
<u>World Language</u>	9-12	Japanese 5-6	2165-2166

Instructional materials for the above courses will be issued by the Instructional Materials Department in accordance with the higher course enrollment of fall or spring semesters, 2005-06, as shown in the student information system. In addition, each site will receive, at no charge, an additional ten per cent allocation of materials based upon the number of students enrolled in each course. 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 implement new courses and/or 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 materials issued to sites only when there has been a significant change in enrollment from the original projection. The Instructional Materials staff will verify course 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.

For district schools on a 4X4 schedule, the Instructional Materials Department will check enrollments in September, November and February. Excess materials for the second semester must be returned or paid for by March 15.

II. 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, (619) 725-7634.
- Preparation of textbook orders: Anne Mealiffe, instructional materials services clerk, 6-12, Instructional Materials Department, IMC, amealiffe@sandi.net, (858) 496-8465.

Denise Hankins
Manager, Instructional Materials

APPROVED:



Geno Flores
Deputy Superintendent

DH:am

Distribution: Lists A, B, and F