

Textbook Timeline

August - September

- ❑ All student and teacher textbooks should be checked out in Destiny by the end of the second week of school. At this time, reports should be run by the textbook coordinator to ensure that this is complete.
- ❑ Check for available textbook transfers to meet school textbook needs. Use state-adopted textbook request procedures to submit any textbook requests that cannot be fulfilled via transfers. All textbook requests must be submitted to Media Services for approval.
- ❑ Notes: Transfer and replacement book requests occur throughout the year.

October

- ❑ Run a textbook checkout report by homeroom or Language Arts teacher for all students. Include this report with 1st grading period report cards or email directly to students @ecsd.me account.

February

- ❑ Media Services creates draft “free materials” orders and emails those to the schools. Schools edit and/or approve orders and send them back to Bradley Vinson (bvinson1@ecsdfl.us) by the stated deadline.

March - April

- ❑ Media Services sends an email to all schools to begin planning for the pick-up of off adoption textbooks. Materials that are off adoption will be listed and instructions will be included. It is the school's responsibility to notify Media Services of their intent to participate in the book pick-up and prepare for the pick-up date.
- ❑ Media Services creates draft “consumable” orders and emails them to the schools. Schools edit/approve the draft orders and send them back to Bradley Vinson (bvinson1@ecsdfl.us) by the stated deadline.
- ❑ Media Services will initialize textbook inventories for all Destiny schools at the beginning of April. Schools will have until the end of May to finish their inventories and send the required signed report to Media Services.

May

- ❑ Newly adopted materials that have been ordered may begin arriving in late April and/or early May. Schools should be expecting barcoding kits for the new materials. Schools should barcode their books before distribution. If teacher materials are issued over the summer for training purposes, they must be barcoded and checked-out before they are distributed.

- ❑ During the last two weeks of school, textbooks should be collected and checked-in. Run class lists and check-out reports to follow up with students about any unreturned books.

June - July

- ❑ All textbooks to be checked-in by the end of the school year. Soon after this date, all overdue books are turned to lost.
- ❑ Notices should be mailed and emails to students with overdue materials.
- ❑ The lost copies report will be sent to the principals at each school. This document reflects textbooks lost in inventory and circulation. This report requires the principal's signature and must be returned to Media Services.
- ❑ Off-adoption textbook pick-up begins. Confirm that your school is on the schedule and that a school contact will be available during this time.

For assistance with textbooks: requests, backorders, and damaged shipments; please submit a tech ticket at:

textbooksupport@escambia.zohodesk.com