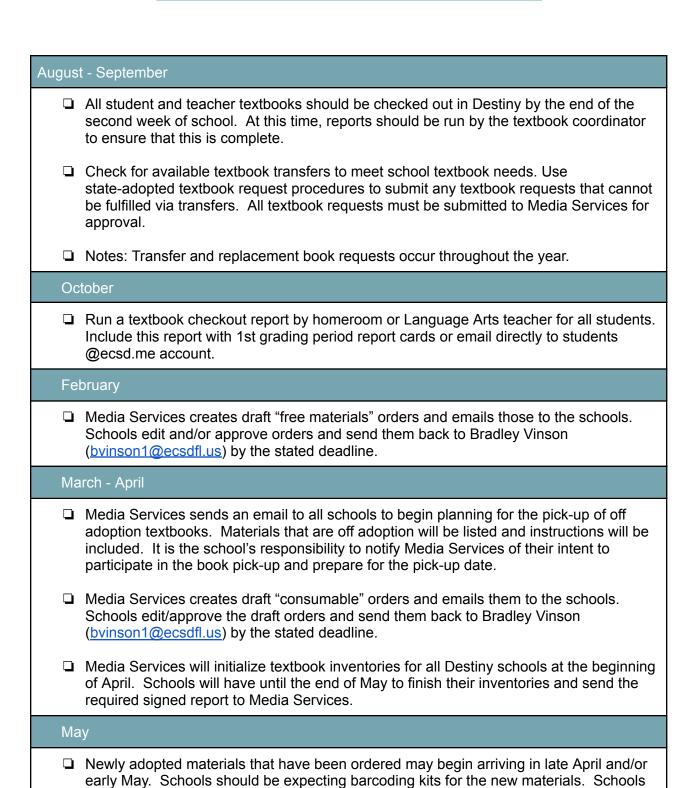
## **Textbook Timeline**



should barcode their books before distribution. If teacher materials are issued over the summer for training purposes, they must be barcoded and checked-out <u>before</u> 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
<ul> <li>All textbooks to be checked-in by the end of the school year. Soon after this date, all overdue books are turned to lost.</li> <li>Notices should be mailed and emails to students with overdue materials.</li> <li>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.</li> </ul>
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