

ALL PRINCIPALS/ ALL AP'S: Textbook Orders for 2012-2013

Category:

Audience: All Principals/APs

Due Date: Jul 20, 2012

Meeting Date: n/a

Attachment(s): [Guide for Placing and Ordering Textbooks for 2012-2013.pdf](#)

To provide ordering and approval information to schools regarding textbook orders for 2012-2013.

District Mass Generated Orders

Orders will be mass generated for newly adopted materials (high school science, 5th grade social studies, middle school social studies, high school US History). Principals will receive email notifications when orders are available in the SAP system for approval.

Directions for reviewing and approving the mass generated orders are attached. Please review quantities to ensure sufficient materials for the school population. Requests for additional materials at the opening of school will result in long delays in the receipt of those materials.

- If there is a discrepancy in the quantity of books ordered, please do the following:
 - o Do not disapprove the order as that action will eliminate the order from the system. If this happens, the order will have to be re-created which can result in a delay in the delivery of the materials.
 - o Send an email to textbookrequest@dadeschools.net requesting the order be modified. Include the following information: 1) textbook item number, 2) quantity to be added or deleted, 3) rationale for request.

School Created Orders

Orders for certain materials must be created by individual schools. Worksheets are available on the Instructional Materials website at <http://im.dadeschools.net/index.htm> to assist with planning and placing orders. Worksheets provide item number information and ratios for free materials.

- All orders must use the following budget structures:
 - o 100000 552000 1xxxx00 85609999 510100 (Elementary)
 - o 100000 552000 1xxxx00 85609999 510200 (Middle)
 - o 100000 552000 1xxxx00 85609999 510300 (Senior)
 - o xxxx = your location number
- All shopping carts must be named "Location School Name" for example: *7001 Miami-Dade Online Academy*
- All orders must be entered and approved by July 20th.

Please see attached documents for specific information about textbook ordering processes for your school level. K-8 centers should refer to both the elementary and the middle school ordering information documents.

All textbook requests should be sent to textbookrequest@dadeschools.net.

Contact: Valentina Pasaron (305-995-1291)

Department: Instructional Materials