



**Briefing ID #: 21491**

**ALL HIGH SCHOOL PRINCIPALS/ALL HIGH SCHOOL AP'S: Social Studies orders for 2017-2018**

*Category: Required Action*

**Audience:** Principals/APs (Senior High)

**Due Date:** Aug 10, 2017

**Meeting Date:** n/a

**Master Calendar:** n/a

**Attachment(s):** n/a

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Ordering information for the newly adopted Social Studies instructional materials.

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The district will order Social Studies instructional materials for students and teachers in grades 9-12. The titles of the adopted series are as follows:

- ε Economics with Financial Literacy, Regular and Honors
  - ˘ *Pearson Florida Economics*, Pearson Education Inc., © 2018, 1<sup>st</sup> Florida edition
- ε US History, Regular and Honors
  - ˘ *Pearson Florida United States History*, Pearson Education Inc., © 2018, 1<sup>st</sup> Florida edition
- ε US Government, Regular and Honors
  - ˘ *Magruder's American Government*, Pearson Education Inc., © 2018, 1<sup>st</sup> Florida edition
- ε Psychology, Regular and Honors
  - ˘ *Prentice Hall Psychology*, Pearson Education Inc., © 2016, 2<sup>nd</sup> edition
- ε World History, Regular and Honors
  - ˘ *Pearson Florida World History*, Pearson Education Inc., © 2018, 1<sup>st</sup> Florida edition

Online access to the digital versions of these series will be provided for all students and teachers associated with the appropriate course codes.

***PLEASE NOTE: Test Prep Workbooks or Notetaking Study Guides received with your order will only be provided the 1<sup>st</sup> year of the adoption. These materials ARE NOT consumable and will NOT be replaced.***

The orders for these materials will be created by district staff and should appear in the principal's universal worklist next week. All principals MUST **verify and approve** these orders no later than **Thursday, August 10, 2017**. Principals are urged to keep the following in mind:

1. **Verify** that the quantities ordered for each item are sufficient to meet **conservative** projected enrollments. The quantity ordered for each subject/grade level is generated using the school's **current** enrollment in the courses affected by these orders. Instructional materials are ordered at a ratio of one for every student enrolled in core areas.
2. **Do not approve orders blindly, as this may result in insufficient quantities of materials for opening of school.**
3. If there is a **discrepancy** in the quantity of materials ordered, **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.
4. If **more materials were ordered** than needed for your school, **approve** the order as it is and send an email to [vpasaron1@dadeschools.net](mailto:vpasaron1@dadeschools.net). Please write the following on the subject line of the email: **Extra materials**. Include the following information: 1) textbook item number, 2) quantity extra that can be transferred to another school, and 3) name of person to contact at the school and contact information.

#### **Procedures for Requesting Additional Quantities of Instructional Materials – District Adopted Titles**

Requests for additional quantities of materials needed – due to an increase in student population or new course being offered – must be reported to Instructional Materials Department. The procedures for requesting additional instructional materials are as follows:

- ε Send an email to Ms. Valentina Pasarón, Supervisor, Instructional Materials, at [vpasaron1@dadeschools.net](mailto:vpasaron1@dadeschools.net). The email must include the following information:
  - Textbook item number
  - Quantity of extra materials needed
  - Rationale for making this request
  - Name and phone number of contact person at school
  - The subject line of the email should read: School's Name and Work Location Number – *Request for Additional (Subject Area) Textbooks*
  - Requests missing any of the above information will not be processed
  - All requests must come from a school site administrator or include a school site administrator in the cc's section of the email
- ε It is strongly recommended that schools maintain a folder or binder containing copies of all instructional materials ordered for the 2017-2018 school year. This will enable school staff to verify the materials and quantities ordered for each course and item. It will also serve as a checklist to use when materials begin to arrive at the school.

### **Reporting Delivery Discrepancies of Instructional Materials - Stores & Mail Distribution (S&MD)**

- ε Deliveries of instructional materials are handled by staff from the Department of Stores and Mail Distribution (S&MD).
- ε In the event of delivery discrepancies, school staff should direct inquiries to S&MD by calling 786-275-0600 or sending an email to [textbooks@dadeschools.net](mailto:textbooks@dadeschools.net). Please have the following information available:
  - School name and work location number
  - Name of school contact person and contact information (email and/or phone number)
  - Purchase order number or delivery ticket number
- ε Instructions describing the steps needed to open, review, and print instructional materials orders are available on the Department of Instructional Materials' website, located at <http://im.dadeschools.net>. Select the tab titled, *SAP Tutorials*.

Additional instructions and information can also be found on the new **Instructional Materials Department Procedures Manual** located at <http://ehandbooks.dadeschools.net/policies/140.pdf>.

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**Contact:** Ms. Valentina Pasarón or Ms. Evelyn Rivas ( 305-995-2575 )  
**Department:** Instructional Materials