

TITLE: Textbook Ordering Policies and School Site Procedures

NUMBER: BUL-6210.4

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POLICY: The purpose of this policy is to provide an explanation of appropriate expenditures for Local Control Funding Formula (LCFF) textbook funding and instructions on how to request the appropriate textbooks.

MAJOR CHANGES: This bulletin replaces BUL-6210.3, *Textbook Ordering Policies and School Site Procedures*, dated March 25, 2024. Changes include:

- Revised instructions
- Updated URL
- Updated contact information
- General timeline

GUIDELINES: As defined by California *Education Code* Section 60119, "sufficient textbooks and/or instructional materials" means that all students, including English learners, are assigned standards-aligned materials to use in class and take home. Schools must provide each student with instructional materials for both in-class and home use in the defined subject areas of mathematics, English language arts, history, science, health, and world languages. The Los Angeles Unified School District (District) policy does not allow for the use of State textbook funds for the purchase of a classroom set in addition to books issued directly to students.

The District will fully fund the purchase of the newly adopted instructional program for schools during the first year of the adoption cycle or the first year the course is offered. In subsequent years within the adoption period, schools opting to switch to a different program will be responsible for covering the

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associated costs. Similarly, if a school chooses to change course pathways, it will be responsible for purchasing any additional textbooks required.

All instructional materials/textbooks that are in the defined areas of math, English language arts, history, science, health, and world languages fall within one of these three categories.

- District-adopted instructional materials
- Advanced Placement instructional materials
- District waiver instructional materials

District-Adopted Instructional Materials

District adopted instructional materials/textbooks are instructional materials/textbooks in the defined subject areas of math, English language arts, history, science, health, and world languages that have been adopted by either the California State Board of Education or the Los Angeles Unified Board of Education for use in the District for grades TK-12. The LAUSD Williams List of Instructional Materials is available on the [Library & Textbook Support webpage](#). These instructional materials may be purchased with LCFF funds.

Advanced Placement Textbooks

Advanced Placement textbooks that are not on the LAUSD Williams List of Instructional Materials but are on the instructor's College Board approved syllabus, comply with the mandates of Williams legislation and can be used for instructional material sufficiency. These instructional materials may be purchased with LCFF funds.

District Waiver Instructional Materials

District waiver textbooks are instructional materials in the defined subject areas of math, English language arts, history, science, health, and world languages for which a school site review has been conducted under California *Education Code* Section 60210. These books may be purchased with school discretionary funds. Please refer to Attachment A for additional information regarding the waiver process.

In addition, school sites are reminded that they must provide access and communicate opportunities for parents and the school community to review all instructional materials at school sites on an ongoing basis.

Textbook Request and Ordering Procedures

Textbook request and ordering procedures are coordinated by the Region and Library & Textbook Support. See Attachment B for a general timeline.

School Principals

- Designate a staff member to coordinate textbook-related activities, including inventory, requests, distribution, collection, and *Williams* sufficiency. Schools are to use the following ratios to support the designated staff member with textbook-related activities.

Enrollment	Number of Staff (including designee)
1-700	3
701-1499	4
1500-2199	5
2200-2899	6
Above 2900	7

- Complete the annual Textbook Inventory. This will assist with anticipated needs for the upcoming school year. See BUL-6189.5, *Instructional Materials Inventory Control Requirements in All Schools*, dated July 28, 2025.
- Target textbook requests for the upcoming school year by comparing the master schedule and enrollment numbers with the current textbook inventory. Textbook requests must not exceed 10% of MiSiS enrollment. Library & Textbook Support reserves the right to adjust request numbers from the school site based on past enrollment trends at the school site.
- Attend the Region-coordinated Textbook Expo to submit textbook requests for the upcoming school year. All Textbook Expo documents, including requests, Purchase Orders, and Warehouse Orders, will be uploaded into the [LAUSD Textbook Google Drive](#).
- Any requests not submitted during the Textbook Expo must follow the directions on the Late Textbook Request Justification Form. The Late Textbook Request Justification Form can be found in the [Expo Info & Forms Folder](#).
- Upon delivery of orders, within five (5) days of receiving, verify that quantities from the packing slip match quantities from the Purchase Order and post the Goods Receipt/Receiver in Ariba. For streamlined processing, Library & Textbook Support can post Goods Receipts on behalf of schools. To request this service, please complete the required [Google Form](#). The Purchase Order can be found in the school's folder in the LAUSD Textbook Google Drive. If the packing slip and Purchase Order do not match, the school is to contact the publisher to notify them of the discrepancy. Publisher contact information can be found in the

[LAUSD Textbook Google Drive](#), under the "1 – Textbook Deliveries" Folder.

- Schools must accept the shipment as orders are placed based on school requests. If the school determines that it requested too many items or that the request is no longer needed, it should send the surplus to the warehouse (see BUL-054698.3, *Removal of Obsolete, Surplus, and/or Damaged Textbooks, Library Books, and Instructional Materials*, dated March 25, 2024). However, prior to sending the materials to the warehouse, the Goods Receipt must be posted once all materials have been inventoried.
- Three weeks before opening a semester, compare the existing textbook inventory to the projected enrollment to identify any possible insufficiencies or surpluses. Remedy identified insufficiencies prior to the beginning of instruction.
 - Insufficiencies are remedied by first checking the *Destiny Resource Manager for textbooks* with surplus inventory at three or more other school sites. If a surplus cannot be transferred, schools are to follow the directions on the Late Textbook Request Justification Form, located in the [LAUSD Textbook Google Drive](#) under the Expo Info & Forms Folder.
- Review this updated inventory information with Region personnel to ensure sufficiency and identify surpluses that can be shared with other schools.
- Using *Destiny Resource Manager for Textbooks*, assign the appropriate textbook directly to each student on or before the first day of instruction. See the District's [Williams Instructional Materials List](#) to ensure the appropriate textbook for the course is assigned.

Region

- Designate a point person responsible for coordinating and supporting all textbook activities, including inventory, requests, and *Williams* sufficiency.
- Communicate the Textbook Expo procedures and any updates with schools.
- Set the expectation for schools to maintain the textbook loss rate below 15%.
- Ensure each school site comes prepared and attends their Textbook Expo appointment.
- Ensure quantities requested do not exceed 10% above MiSiS enrollment.
- Ensure that the school's Textbook Roadshow Packet was submitted to Library & Textbook Support.

Library & Textbook Support

- Review Textbook Expo procedures and any updates with Regions.
- Update all forms and upload the school's blank Textbook Expo Packet to the [LAUSD Textbook Google Drive](#).
- Create a Purchase Order or Warehouse Order based on school requests. Final quantities may be changed by Library & Textbook Support if needed. If requests cannot be filled by surplus at the warehouse, then a Purchase Order will be created.
 - All Purchase Orders are created on behalf of the school site using the contact names from the Expo Packets and will be uploaded to the school's folder in the [LAUSD Textbook Google Drive](#).

AUTHORITY: This is a policy of the Los Angeles Unified School District in compliance with California *Education Code* Sections 35160, 60020, 60119, and 60210.

RELATED RESOURCES: [BUL-054698.3 Removal of Obsolete, Surplus, and/or Damaged Textbooks, Library Books, and Instructional Materials](#), dated March 25, 2024.

[BUL-6189.5, Instructional Materials Inventory Control Requirements in All Schools](#), dated September 8, 2025.

ATTACHMENTS: Attachment A – Williams Sufficiency Waiver for Textbooks
Attachment B – Timeline and Checklist for Textbook Requests

ASSISTANCE: For assistance or further information, please contact Library & Textbook Support, textbooks@lausd.net

Williams Sufficiency Waiver for Instructional Materials

Complete this waiver form when using an instructional material that is not found on the [Elementary, Middle, or High School LAUSD Williams List of Instructional Materials](#).

Email the completed waiver form, including the narrative and review process, to textbooks@lausd.net. Completed and approved waiver forms will be uploaded to the school's folder on the LAUSD Textbook Google Drive.

School Name: _____

Region _____ Location Code _____ Grade Level(s) _____

MiSiS Course Code(s) _____ MiSiS Course Name(s) _____

Title of Textbook _____

Author _____

Publisher _____

ISBN _____ Copyright Date _____

Attach a narrative on why this instructional material is being used instead of the District Adopted instructional material and describe the process used to review the instructional material(s) using [BUL-145709](#) guidelines. The process of selecting and evaluating new instructional materials should be thoroughly planned, conducted publicly, have substantial teacher involvement, and be well-documented in accordance with California *Education Code* Section 60210.

The selection and evaluation process should include the following:

- Review criteria for evaluation of instructional resources as outlined in the most recent SBE-approved curriculum framework for the subject area under consideration. These criteria include alignment with the SBE-adopted content standards, program organization, assessment, universal access, and instructional planning with teacher support.
- Review the District's Strategic Plan and Local Control Accountability Plan (LCAP) in order to ensure alignment with the District's goals.
- Identify student strengths and weaknesses using District or school data as appropriate.
- Identify student diversity/universal access issues that instructional materials need to address – above grade level, below grade level, English learner populations, and special needs populations. While SBE-adopted materials are available in accessible formats from the CDE, a school utilizing non-adopted materials will

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need to obtain digital files and have them converted to accessible formats, such as braille and large print books.

- Ensure that the instructional materials comply with the state laws and regulations for social content. These laws and the SBE guidelines require that instructional materials used in California public schools reflect California's multicultural society, avoid stereotyping, and contribute to a positive learning environment. Information about the review process can be found on the CDE Social Content Review web page, <https://www.cde.ca.gov/ci/cr/cf/lc.asp>.

Department Chair Printed Name

Department Chair Signature Date

School Principal Printed Name

School Principal Signature Date

Region Director Printed Name

Region Director Signature Date

Executive Director Printed Name

Executive Director Signature Date

Timeline and Checklist for Textbook Requests

Person(s) Responsible	Action	When
Preparing Request for Instructional Materials		
Region and Schools	Attend Library & Textbook Support (LTS) Textbook Expo Orientation.	January
Principal and/or designee	Complete inventory of textbooks at the school site.	January
Region	Develop and provide the appointment calendar for Textbook Expo to schools and LTS.	End of January
Principal and/or designee	Determine what needs to be ordered for the next school year by comparing the textbook inventory, tentative master schedule/matrix, current enrollment, and projected enrollment.	February
Library & Textbook Support	Release updated forms on the LAUSD Textbook Google Drive.	End of January
Completing the Request for Instructional Materials		
School Site	Meet with the Region to review all textbook requests for the upcoming school year.	February to Mid-March
Region	Ensure that the school's Textbook Roadshow Packet was submitted to LTS.	February to Mid-March
Library & Textbook Support	Process requests.	February to June
Library & Textbook Support	Upload Purchase Orders & Warehouse Orders to the school's folder on the LAUSD Textbook Google Drive.	April to August
School Site	Check textbooks received against the packing slip and the PO/Order Form to ensure accurate delivery. In the event of any delivery issues, schools are to contact the vendor.	April to August
School Site	Complete Goods Receipt/Receiver (GR) in Ariba. Any orders created by LTS in response to requests from school sites that do not have a prior year's GR posted by August 31 will be closed and reopened on September 1, using school site funds.	April to August
Library & Textbook Support	Upload barcodes into <i>Destiny Resource Manager for Textbooks</i> .	April to August
Requesting Instructional Materials after Textbook Roadshow		
School Site	Create a ServiceNow ticket and attach a completed Late Justification for Textbook Request Form.	March to August