

## INSTRUCTIONAL MATERIALS ADOPTION INFORMATION FOR SCHOOL YEAR 2015–16

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### Important Dates

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April 16	Schools begin placing orders for the 9–12 English Language Arts materials during the first Pre-Order.
April 20	Districts report selection of programs with anticipated funding for the second Pre-Order to the State Instructional Materials Office.
April 30	Schools begin completing their 2014–15 inventories of state-owned instructional materials.
April–May	K-8 math consumables shipped to schools. Schools may order additional consumables in August if needed.
May 12	Schools begin placing orders for the materials with anticipated funding for the second Pre-Order.
June 1	Schools begin placing regular and maintenance orders for the 2015–16 school year. These orders include materials to replace losses and materials for increased enrollment. PowerSchool enrollment data is required to process orders.
June 1	Central Depository (R. L. Bryan) starts shipping materials for the 2015–16 school year. <b><u>Important note to schools:</u></b> Schools have 30 days from the date materials are delivered to report shipping errors.

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### District Selections and Pre-Orders

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The State Legislature is currently working on the FY 2015–16 budget which will determine the funding level for instructional materials. Even though the budget is not finalized, the State Instructional Materials Office plans to conduct two Pre-Orders for state-funded instructional materials. During the first Pre-Order, schools will order English Language Arts (ELA) 9–12 materials for the 2015–16 school year. Districts reported their selections for ELA 9–12 in April 2014.

The second Pre-Order will include the subject areas with anticipated funding that are posted on the Web at [www.mysctextbooks.com](http://www.mysctextbooks.com) under the “What’s New” link. District adoptions should be conducted for these areas; and selections reported by the district Instructional Materials Coordinators before schools can begin placing orders. District coordinators should report their selections using one of the Web links below.

#### **District Selection Links:**

<http://tinyurl.com/2015-16-District-Selections> OR

<https://adobeformscentral.com/?f=RslS7Nvl-qclmN9MjxxzEw>

In 2011, districts submitted their selections for several areas that will be included on the second Pre-Order if funding becomes available. The lists of areas with potential funding and the 2011 district selections reported are posted on the Web at [www.mysctextbooks.com](http://www.mysctextbooks.com) under the “What’s New” link. District coordinators should review the district selections and e-mail Kriss Stewart ([kstewart@ed.sc.gov](mailto:kstewart@ed.sc.gov)) if any selection changes or additions are needed.

#### **NOTES:**

- **Disposal of Adoption Materials:** It is essential that schools **do not dispose** of the old adoption materials until the new materials arrive. After receiving the new materials, schools may dispose of the old adoption materials by recycling, giving materials to students, using as classroom reference materials, etc. Please do not throw the materials in the trash or dumpster.
- **Cursive Writing:** Schools may order 3<sup>rd</sup> grade cursive writing materials for their 4<sup>th</sup> or 5<sup>th</sup> grade students as long as orders do not exceed a book per student based on enrollment. For the upcoming school year, cursive writing materials for grades 2–5 will be funded.
- **Economics:** Due to a recent substitution by McGraw-Hill, the title, *Economics: Principles and Practices*, was changed to *Understanding Economics*. The posted adoption list ([www.mysctextbooks.com](http://www.mysctextbooks.com)) and the District Selection form have been revised to reflect this change.
- **Home Systems Security:** Materials for this area were omitted from the District Selection form and the list of materials with anticipated funding. Both documents have been revised to include Home Systems Security materials. The District Selection links will remain open to give districts offering this program time to submit their selection.
- **District Selections:** Districts may select more than one program for a subject area.

**Enrollment Information for Pre-Orders**

Projected enrollment numbers must be entered in Destiny Textbook Manager when placing the Pre-Orders. If the enrollment data is entered into Destiny no additional enrollment data will be required by the Instructional Materials Office for Pre-Orders. Auditors will review enrollment data after the start of the 2015–16 school year. Schools will be required to return overages. Excessive ordering may result in shipping charges being assessed to the school.

**Ancillary (Free with Order) Information for State-Funded Programs**

With the exception of teacher editions, ancillary materials (free with order) should be ordered through the publisher’s local representative. Schools should order teacher editions through Destiny Textbook Manager. To the extent possible, teacher editions will be provided at a ratio of one per teacher. Teacher editions will be barcoded and added to the school’s inventory of state-owned instructional materials. Online teacher resources should be ordered through the publisher representative.

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**District and School Instructional Materials Coordinators Update**

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To improve communication with district and school Instructional Materials Coordinators, a Web form has been created. If you are a district or school coordinator which includes alternates, please use one of the following links to enter your contact information for the database. The links will remain open for districts and schools to add or make changes to their coordinators’ contact information throughout the year.

**Contact Information Links:**

<http://tinyurl.com/IMC-Contact-Information> OR

<https://adobeformscentral.com/?f=rFICK-yEyxNBkfuDoW6zLg>

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**Virtual Presentations for Caravan Areas**

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To provide districts and schools with additional information, the instructional materials caravan areas of Cursive Writing, Social Studies 6–7, Economics, and Agricultural Education have been expanded to include virtual presentations. Beginning March 30, 2015, publisher-provided links to 30-minute presentations will be posted on the Web at [www.mysctextbooks.com](http://www.mysctextbooks.com); and click on the “What’s New” link. The presentations will remain available through May 12 to assist districts during the local adoption process. Caravan handouts will be posted on the Web as well.

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**General Information**

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- Currently, there are no plans to have the District Instructional Materials Coordinator Meeting before schools begin pre-ordering.
- The lists of the state-adopted instructional materials with anticipated funding, supplemental materials (purchased with local funds), and ancillary materials and services (free-with-order) will be posted on the Web at [www.mysctextbooks.com](http://www.mysctextbooks.com).
- For ordering information and questions, please contact the State Instructional Materials/District Auditing Office at 803-832-8210.