

**TEXTBOOK DEPARTMENT
ACTIVITY CALENDAR**

JANUARY

CAMPUS LEVEL:

- Submit second semesters Supplemental Orders

DISTRICT LEVEL:

- Process Supplemental Orders for second semester

FEBRUARY-MARCH

CAMPUS LEVEL:

- Approve and submit Annual Textbook Order to Textbook Department for the upcoming school year

DISTRICT LEVEL:

- Confirm new adoptions with Curriculum and Publishers
- Distribute Annual Order information to each campus
- Receive and review completed orders from campus
- Compile the district's annual textbook order to T.E.A.

APRIL-MAY

CAMPUS LEVEL:

- Receive year-end *Inventory Worksheets* for completion by the end of school year

DISTRICT LEVEL:

- Submit District's Annual Textbook Order to TEA on or before April 1st
- Submit year-end *Inventory Worksheets* to campuses

JUNE-JULY

CAMPUS LEVEL:

- Collect and store textbooks for physical audit
- Conduct inventory of all state owned textbooks and Teacher's Editions
- Submit completed inventory to Textbook Department deadline
- Designate personnel and location to receive Textbook Annual Order shipments

DISTRICT LEVEL:

- Receive and distribute Textbook Annual Order shipments
- Conduct inventory of all campuses
- Receive year-end *Inventory Worksheets* from campuses
- Analyze year-end *Inventory Worksheets* to determine surplus or lost textbooks on campus
- Distribute Lost Textbooks bills to campuses and accounting

AUGUST

CAMPUS LEVEL:

- Submit supplemental orders for changes in enrollments
- Receive and verify shipments, note discrepancies
- Distribute textbooks to teachers/students

DISTRICT LEVEL:

- Process supplemental orders
- Correct shipment discrepancies

SEPTEMBER-OCTOBER

CAMPUS LEVEL:

- Payment of Lost Textbook bill
- Attend Campus Textbook Coordinator's Training

DISTRICT LEVEL:

- Conduct Campus Textbook Coordinator's Training
- Update enrollment data in system
- Attend New Adoption Committee Meeting

NOVEMBER

CAMPUS LEVEL:

- Prepare for second semester textbook requirements

DISTRICT LEVEL:

- Obtain information from T.E.A. regarding new adoptions for the upcoming school year
- Determine textbook requirements for the second semester

DECEMBER

CAMPUS LEVEL:

- Conduct Inventory of all state adopted textbooks

DISTRICT LEVEL:

- Attend State T.C.A.T. Conference