

MEMORANDUM

Date: April 9, 1976

Textbook Allotment 5,075

To: Mr. Childs

Carry-over Funds 2,300

From: Joanne Futch

RE: 1976-77 Textbook Allotments and Orders

Your 1976-77 budget for textbooks is given above, along with carry-over funds credited to your account. In order that you may be assured of having materials for the opening of school, please submit your textbook order on the attached forms by May 1, 1976. All information requested on the form must be provided so that your orders can be processed. Only state listed materials should be placed on this form; instructional materials not stated listed will have to come out of some other area of your budget and will be requisitioned differently. However, certain titles now deleted from the current (1976) state list may be ordered in limited quantities for fill in purposes. Please contact me if you are going to need to include fill ins.

The first step in preparing your textbook order should be to update your last textbook inventory (prepared during spring, 1975). I urge that this be done with great care to avoid book shortages when school opens in the fall. Accurate anticipation of needs should reduce parental complaints about textbook shortages and should also be helpful in establishing priorities with teachers.

Be certain when you order a classroom quantity of a text that you include a free teacher's edition for every 15-20 student texts. Teacher's editions will not be sent unless you request them, and a later order for teacher's editions will necessitate our paying for them.

Please try to be conservative in ordering reading, English, and social studies books. We shall need to consider new basal adoptions for these areas next year, so try to get by with minimal numbers for fill in purposes only. Refer to your 1976 textbook list, p. IV for additional information on the state adoption cycle. Our adoptions should correspond very closely with the state's.

Please let me know if I can be of help with these orders.

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