

San Diego Unified School District
Office of Secondary Schools

ADVANCED PLACEMENT BASIC TEXTBOOK ORDER FORM
2018-2019

School:	Cost Center:
----------------	---------------------

The Office of Leadership & Learning and the Instructional Materials Office are making plans for the purchase of basic textbooks for AP courses. Please list new AP courses with the number of sections, and existing AP courses for which additional sections will be added. Do not list replacement needs. **The Instructional Materials Office has *limited* funds to provide textbooks and materials for new course offerings or additional sections only.**

Title of New Courses For 2018-2019	Number of Sections	Titles of Existing Courses for Which New Sections Will be Added	Number of Sections in 2017-2018	New Sections for 2018-2019

Please do not list materials for site-adopted courses or materials not District adopted. They do not qualify and must be ordered by the site.

The approved textbook selections are listed on the *Current District Wide Adopted Titles for Grades 9-12* located on the Instructional Resources and Materials Department website, under Instructional Materials Office, Forms & References, Collection of K-12 Adopted Materials. Please indicate in the appropriate spaces the number of student textbooks at the site and the number of *additional* student textbooks and *additional* teacher materials needed for new or additional sections only.

Course Number	Textbook Title(s)	Quantity of student texts on hand	Additional student texts needed for 2018-2019	Number of additional teachers for 2018-2019

INSTRUCTIONS: This form must be returned to R. Michael Harris, Office of Secondary Schools, Eugene Brucker Education Center, Room 2005, for approval **no later than Friday, June 1, 2018** to ensure availability of instructional materials for the start of the new school year. The Instructional Materials Office will order for sites, once approved by the Office of Leadership & Learning. All orders will be reconciled against actual enrollments and teacher counts in the fall.

Library Staff: Please remember to request your student instructional materials through the Destiny Textbook Manager.

Person to be contacted regarding above information:	Phone:
--	---------------

Library Staff Signature:

Principal's Signature: