

CAPITAL REGION BOCES NON-PUBLIC TEXTBOOKS

<http://textbooks.capregboces.org>

DATES

TO BE DONE

- Dec/January** Teachers asked to review/update book lists from previous year.
 Request desk copies of any new books from publishers.
 Begin update of Master Textbook List.
 Ongoing: Have students withdrawn? Notify BOCES.
 Ongoing: For schools keeping BOCES inventory in house, have new students registered? Notify BOCES.
- February** BOCES sends current year textbook loan form to schools.
 For schools using a template, update template with any changes.
- March 15** Master Textbook List is due (this can also be your BOCES loan forms)
- April 1** BOCES will contact school with questions after submittal of school's Master List. Ineligibilities will be discussed with school.
 Begin to prepare textbook loan forms.
- Spring** Ongoing: Have students moved? Notify BOCES with new contact information.
- On or about May 25** BOCES mails textbook return letters to parents. Schools can request a copy of the textbook return schedule or see website.
- June 1** Loan Forms are due today.
- Last Week of School** For schools keeping BOCES inventory in house, school notifies parents that all books must be returned to school by the last day of school.
- Last Day of School** School returns books in classrooms to students to return to their school districts.
 Ongoing: Have students decided not to return in September? Notify BOCES.
- July 1** BOCES begins to order textbooks.
- July 10** Deadline for parents to return all textbooks to BOCES
 For schools keeping BOCES inventory in house, submit physical inventory to BOCES.
 Are there books that are still at your school that students left behind? Notify BOCES.
- On or about August 7** BOCES notifies parents by letter of ineligible books requested and where to obtain.
 Ongoing: Have students decided not to return in September? Notify BOCES.
- Last week Aug/First September** BOCES delivers books to all non-public schools.
 School receives copies of completed textbook loan forms.
 Selected parents receive copies of loan forms.
- September** Contact BOCES as soon as possible if a student is not in attendance.
Ongoing: Call with any questions or problems.
- Fall** Ongoing: Have students withdrawn? Have new students registered?