

*Forms*

*and*

*Labels*



<b>THE SCHOOL DISTRICT OF PALM BEACH COUNTY</b>													
<b>Instructional Materials Exchange</b>													
RECEIVING SCHOOL NAME	RECEIVING SCHOOL <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>												
REC'D BY	DATE REC'D <div style="text-align: center;">/ /</div>												
ISSUING SCHOOL NAME	ISSUING SCHOOL NO. <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>												
ISSUED BY	DATE ISSUED <div style="text-align: center;">/ /</div>												
TITLE													
PUBLISHER													
BOOK CODE NUMBER	NO. OF COPIES												
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>							<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>						
INSTRUCTIONAL MATERIALS DEPARTMENT	DATE <div style="text-align: center;">/ /</div>												
WHITE/YELLOW - Instructional Materials Department PINK - Receiving School GOLDENROD - Issuing School													
PBSD 0390 (REV. 9/3/1998)													

**PBSD 0390 Instructional Materials Exchange Form** – Used to exchange materials from school to school. The Issuing School must complete this four-part form and send it along with the materials. The Receiving School must sign that they received the listed materials and send the WHITE and YELLOW copies to the Instructional Materials Department so the changes can be made to each schools' inventory. The PINK copy is kept by the Receiving School, and the GOLD copy is kept by the Issuing School. It is the responsibility of the exchanging schools to handle the actual physical movement of the materials.

This form is available free of charge from the Instructional Materials Department and can be ordered on the TX05 Ordering Screen (Title Code A00001) or by calling PX 45114.




<b>THE SCHOOL DISTRICT OF PALM BEACH COUNTY</b>		<b>DATE</b> / /
<b>Lost/Damaged Instructional Materials Notice</b>		
STUDENT'S NAME	GRADE LEVEL	PHONE NUMBER ( ) -
STUDENT'S ADDRESS		
STUDENT NUMBER	BOOK NUMBER	AMOUNT ASSESSED
BOOK TITLE		ORIGINAL COST
<input type="checkbox"/> Damaged Useable-25% of Cost <input type="checkbox"/> Damaged Unuseable-100% of Cost <input type="checkbox"/> Lost-100% of Cost		
<b>All payments for lost instructional Materials require a receipt.                  Fill out information below if classroom receipt is not used.</b>		
STUDENT'S SIGNATURE _____		TEACHER'S SIGNATURE _____
RECEIVED BY (Name and Title)		AMOUNT PAID
WHITE - Student (when paid) PINK - Teacher	YELLOW - Bookkeeper (with payment) GOLDENROD - I.M. Manager	DATE PAID / /
PBSD 0395 (REV. 9/3/1998)		

**PBSD 0395 Lost/Damaged Instructional Materials notice** - Is used to provide a detailed explanation and assessment of losses, damages and/or fines for textbooks with a copy for the student and the teacher.

This form is available free of charge in packs of 100 from the Instructional Materials Department and can be ordered on the TX05 Ordering Screen (Title Code A00001) or by calling PX 45114.





THE SCHOOL DISTRICT OF PALM BEACH COUNTY

**Instructional Materials Pick Up Request for Excess On Adoption or Off Inventory Materials**

CHOOSE ONE ONLY  OFF INVENTORY MATERIALS\*  ON ADOPTION MATERIALS\*\*

Choose below which type of materials you are returning to the Instructional Materials Department. You may choose only one type. Complete the form and send to the Instructional Materials Department with the returned items. Keep a copy for your file. The materials must be boxed in boxes that one person can handle without risk of injury.

**\*OFF INVENTORY MATERIALS** - The school named below is returning a supply of **off inventory materials** that are no longer needed. The titles, edition dates, and code numbers are under the off adoption section of current inventory and are obsolete as of the end of summer session. Schools may have extremely old titles which are not on record. These items can also be included in this return, but **do not need to be listed** in the table below.

**\*\*ON ADOPTION MATERIALS** - The school named below is sending to Instructional Materials a supply of excess **on adoption materials**. The titles, edition dates, and code numbers are on the adoption inventory. You **MUST** complete the table below listing every on adoption return title.

SCHOOL	SCHOOL NO.	SCHOOL CONTACT	CONTACT FX	DATE	NUMBER OF BOXES RETURNED TO INSTRUCTIONAL MATERIALS
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School storage location (*be specific*) \_\_\_\_\_


BOOK CODE	TITLE	PUBLISHER	NUMBER OF RETURNED ITEMS	NUMBER OF RETURNED ITEMS <small>(Instructional Materials Dept. Use Only)</small>

\_\_\_\_\_  
SIGNATURE OF INSTRUCTIONAL MATERIALS CONTACT      DATE      PRINT NAME OF INSTRUCTIONAL MATERIALS CONTACT

PBSD 1134 (Rev. 3/25/2003)      ORIGINAL - Instructional Materials      COPY - School

**PBSD 1134 Instructional Materials Pick Up Request for Excess On-Adoption or Off-Inventory Materials** – To be used to inform the Instructional Materials Department when materials are to be picked up from schools. For Off Inventory materials, you only need to indicate the number of boxes and their location. For On-Adoption materials, you must list the titles and quantities being returned on the table.

Only available in OmniForm. Can be downloaded from the Records Management web site, <http://www.palmbeach.k12.fl.us/Records/Forms.htm> or the Instructional Materials web site, <http://www.palmbeach.k12.fl.us/InstructionalMaterialsDept/forms.htm>. The Instructional Materials Department notifies schools each year when these forms are due.

<p><b>READ THE FOLLOWING</b>  <b>Student MUST have</b>                  1) all three parts of this form                  2) all required signatures                  3) students course schedule</p>		<p>THE SCHOOL DISTRICT OF PALM BEACH COUNTY</p> <p><b>Dual Enrollment Program Book Voucher</b></p> <p>This form is used to issue instructional materials to an eligible public high school student earning credit toward high school graduation.</p>	<p><b>TERM ENROLLED</b>  <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer</p> <p><b>YEAR</b> _____</p>				
<p><b>STUDENT NAME - Last, First, Middle</b> _____</p>		<p><b>SOCIAL SECURITY NUMBER</b> _____</p>	<p><b>COLLEGE / UNIVERSITY</b> _____</p>	<p><b>HIGH SCHOOL</b> _____</p>			
<b>COURSE NUMBER</b>	<b>CREDIT HOURS</b>	<b>AUTHOR &amp; TITLE</b>	<b>ISBN</b>	<b>EDITION</b>	<b>CONDITION</b>	<b>TYPE</b>	<b>COST</b>
					NEW / USED	NON-CONS / CONS	
SCHOOL SITE					NEW / USED	NON-CONS / CONS	
HS CC UNIV OTHER					NEW / USED	NON-CONS / CONS	
<b>COURSE NUMBER</b>	<b>CREDIT HOURS</b>	<b>AUTHOR &amp; TITLE</b>	<b>ISBN</b>	<b>EDITION</b>	<b>CONDITION</b>	<b>TYPE</b>	<b>COST</b>
					NEW / USED	NON-CONS / CONS	
SCHOOL SITE					NEW / USED	NON-CONS / CONS	
HS CC UNIV OTHER					NEW / USED	NON-CONS / CONS	
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					NEW / USED	NON-CONS / CONS	
SCHOOL SITE					NEW / USED	NON-CONS / CONS	
HS CC UNIV OTHER					NEW / USED	NON-CONS / CONS	
<b>TOTAL REIMBURSEMENT REQUEST</b>							
<p><b>HIGH SCHOOL CERTIFICATION</b>                  The above courses are provided through Dual Enrollment for students enrolled in a college or university as prescribed in Chapter 233.63, Florida Statutes. The student has my permission to enroll in these courses and the courses will earn graduation credit.</p> <p><b>STUDENT CERTIFICATION</b>                  I intend to pursue an associate degree (or baccalaureate if state university). I have enrolled in the above courses, and the instructional materials as specified for these courses have been received at no cost to me. I assume full responsibility for returning all non-consumable instructional materials at the close of my course to my high school guidance counselor or the issuing bookstore as directed by my school.</p> <p><b>COMMUNITY COLLEGE/UNIVERSITY CERTIFICATION</b>                  The student is a public high school student who is earning credit toward high school graduation through the Dual Enrollment Program as provided in Chapter 233.63, Florida Statutes. When the courses provided to this student are successfully completed, the credits earned may be applied toward an associate degree (or baccalaureate if state university). The instructional materials are required for the courses.</p>							
				<p>_____                  SIGNATURE OF PRINCIPAL OR DESIGNEE</p>		<p>_____                  DATE</p>	
				<p>_____                  SIGNATURE OF STUDENT</p>		<p>_____                  DATE</p>	
				<p>_____                  SIGNATURE OF PRESIDENT OR DESIGNEE</p>		<p>_____                  DATE</p>	
<p>PBSD 1277 (REV 5/8/2002)    WHITE - Instructional Materials Department    YELLOW - Vendor    PINK - High School</p>							

**PBSD 1277 Dual Enrollment Program Book Voucher** - Required for dual enrollment student to pick up their course materials from the designated college bookstore. Materials for dually enrolled students are provided free of charge with this form. Students are responsible for returning all non-consumable materials listed on these forms. Any materials not returned by students will be considered lost and subject to the appropriate fines.

This form is available free of charge in packs of 25 from the Instructional Materials Department and can be ordered on the TX05 Ordering Screen (Title Code A00001) or by calling PX 45114.



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**School Instructional Materials Accountability Plan**

SCHOOL

DIRECTIONS: Provide the title of the person responsible for each activity. Provide the appropriate signatures on the final page.

**I. Receipt of Inventory**

ACTIVITY	PROCEDURES TO FOLLOW	TITLE OF PERSON RESPONSIBLE
Receipt of Order from Instructional Materials Department	Designate location for delivery receipts.	
Verification of Order	Actual quantities received shall be matched to the textbook shipping invoice (TX0097).	
Reporting of shipping discrepancies	Any order discrepancies are to be identified on the textbook shipping invoice and faxed to the Instructional Materials Department (PX 45298).	
Stamping, numbering and/or bar coding of books	Books adopted prior to 2007-2008 shall be stamped with the school's name on the inside front cover of the book. Each book shall be assigned a unique identification number. Beginning with the 2007-2008 adoption year, all adopted materials shall be bar coded and tracked electronically using the Destiny Textbook Management System. Bar-codes shall be affixed to the bottom left front cover. The bar code number shall be the unique book number.	

**II. Distribution of inventory**

ACTIVITY	PROCEDURES TO FOLLOW	TITLE OF PERSON RESPONSIBLE
Distribution of student books	For any material that is not issued to a student electronically a Student Textbook Issued Damage Report (PBSD 0394) shall be completed for each book noting its condition. Teachers must keep a record of the books issued to students including student names and book numbers along with the student book cards.	
Distribution of teacher materials	Contact person shall keep a written or electronic record of materials issued to each teacher.	
Distribution of class sets	Each teacher is assigned a set of books. Teachers shall assign a numbered copy of the book to a student in each class. A Textbook Issued Damage Report (PBSD 0394) shall be completed by each student in each class. The teacher shall keep a record of the class set book that is assigned to each student. Teachers shall verify that the class set books are returned at the end of class period.	
Inventory and storage of excess materials	A written record of all excess on-adoption student and teacher materials in storage shall be maintained. After student and teacher materials have been issued, the Instructional Materials Contact shall adjust the TX05 ordering screen (Anticipated Enrollment field) to list excess books for return or exchange.	

**PBSD 1989 School Instructional Materials Accountability Plan** – Used by schools to identify which parties in a school are responsible for performing accountability activities and instructional materials inventory counts. Must be approved the principal and School Advisory Council.

Only available in OmniForm. Can be downloaded from the Records Management web site, <http://www.palmbeach.k12.fl.us/Records/Forms.htm> or the Instructional Materials web site, <http://www.palmbeach.k12.fl.us/InstructionalMaterialsDept/forms.htm>.



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

**Community Service Record for Instructional Materials Obligations**

Student Number

Student Name (last, first, middle initial)	Parent/Guardian
Student Address (street number, street, apt. no., city, state, zip code)	Student Telephone Number
Parent Address if Different from Student (street number, street, apt. no., city, state, zip code)	Parent/Guardian Telephone

Title of Instructional Materials	Edition	Publisher	Obligation

**TOTAL OBLIGATION**

Partial Payment  Date received \_\_\_\_\_ **Remaining Obligation (after partial payment)**

**Community Service Obligation**  
 Remaining obligation divided by \$7.21 = 0.00 hours\* of service to be performed.  
 Actual service hours performed \_\_\_\_\_ X 7.21 = total community service payment

**Community Service Activity**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Community Service Verified** \_\_\_\_\_  
Verification Signature                      Date                      Print Name

**Community Service Payment**


**TOTAL OBLIGATION BALANCE DUE**

- YES NO
- Was a parent notification letter sent? Date sent \_\_\_\_\_ Sent by \_\_\_\_\_
- Was the student excluded from extracurricular activities? If No, explain why:  
 \_\_\_\_\_
- Was a parent conference requested? Request date \_\_\_\_\_
- Was a School Board attorney letter sent? Date sent \_\_\_\_\_

PBSD 1990 (Rev. 2/15/2009) ORIGINAL - School Instructional Materials Contact COPY - Student COPY - Instructional Materials Department

**PBSD 1990 Community Service Record for Instructional Materials Obligations** –  
 Can be used by school to track community service performed by students to satisfy instructional materials obligations.

Only available in OmniForm. Can be downloaded from the Records Management web site, <http://www.palmbeach.k12.fl.us/Records/Forms.htm> or the Instructional Materials web site, <http://www.palmbeach.k12.fl.us/InstructionalMaterialsDept/forms.htm>.



**THE SCHOOL DISTRICT OF PALM BEACH COUNTY**  
**Textbook Collection Referral**

This form is used to refer a textbook collection matter to The School District of Palm Beach County Legal Department after the school's textbook collection attempts have been unsuccessful.

Per District Policy 8.1225, Instructional Materials Accountability, after Principal's reasonable attempts to collect the debt, schools may refer the collection to the Legal Department. Reasonable collection efforts by the principal/designee may be defined to include sending the *Lost/Damaged Instructional Materials Notice (PBSD 0395)* to the parent/legal guardian via certified mail; placing a follow-up telephone call; following up with a documented student or parent conference, if possible; and then sending a second notice by certified mail if the sum has not yet been remitted.

Before submitting this form, attach all collection attempts and documentation of meetings. Also, include a copy of the completed *Lost/Damaged Instructional Materials Notice (PBSD 0395)*. Send the signed original of this *Textbook Collection Referral* to the Legal Department and keep a copy for your files.

STUDENT NAME <i>(last, first, middle initial)</i>	STUDENT NUMBER	GRADE	HOME TELEPHONE ( ) -
PARENT OR LEGAL GUARDIAN	BUSINESS TELEPHONE ( ) -		CELL TELEPHONE ( ) -
PARENT OR LEGAL GUARDIAN'S ADDRESS <i>(street/apt., city, state, zip code)</i>			
SCHOOL	SCHOOL TELEPHONE ( ) -	PRINCIPAL	

TITLE OF MATERIAL(S)	DATE ISSUED	DATE DUE	AMOUNT OWED
<b>TOTAL AMOUNT DUE</b>			

COLLECTION ATTEMPTS	DATE
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

\_\_\_\_\_  
APPROVAL SIGNATURE OF PRINCIPAL / DESIGNEE

\_\_\_\_\_  
DATE

PBSD 2020 (New 5/7/2003)      ORIGINAL - Legal Department      COPY - School

**PBSD 2020 Textbook Collection Referral** – Can be used to refer an instructional materials collection matter to the Legal Services Department after the school's collection attempts have been unsuccessful.

Only available in OmniForm. Can be downloaded from the Records Management web site, <http://www.palmbeach.k12.fl.us/Records/Forms.htm> or the Instructional Materials web site, <http://www.palmbeach.k12.fl.us/InstructionalMaterialsDept/forms.htm>

Custodial Parent/Guardian of:

I regret to inform you that as of / / your son/daughter/ward has the following financial obligations for lost and/or damaged instructional materials. School Board Policy 8.1225 (3) states:

"The school principal shall collect from each student or the student's parent the purchase price of any instructional material the student has lost, destroyed, or unnecessarily damaged and to report and transmit the money collected to the district school superintendent. If instructional materials are lost or destroyed, 100 percent of the purchase price of the book shall be collected.

For unnecessary damage *determined by the physical condition* of the book, use the guide below. The failure to collect such sum upon reasonable effort by the school principal may result in the suspension of the student from *participation in extracurricular activities* or satisfaction of the debt by the student through *community service activities at the school site* as determined by the school principal, pursuant to policies adopted by district school board rule."

Please remit either lost book(s) and/or money to this school as soon as possible. Payment may be made with cash, check or money order. Checks or money orders should be made out to

If your son/daughter/ward locates any lost items and returns them, the obligation will be cleared as long as no damage fines are assessed on the books. Fines are assessed throughout Palm Beach County as follows:

- Missing page - Full price
- Missing book no - Full price
- Book unusable - Full price
- Lost book - Full price
- Broken backs - 25% of cost
- Profane notes - Full price
- Defacing cover - 25% of cost
- Missing bar code label - Full price
- Dirty binding - \$1.00
- Writing - \$1.00/page
- Pages torn - \$1.00/page

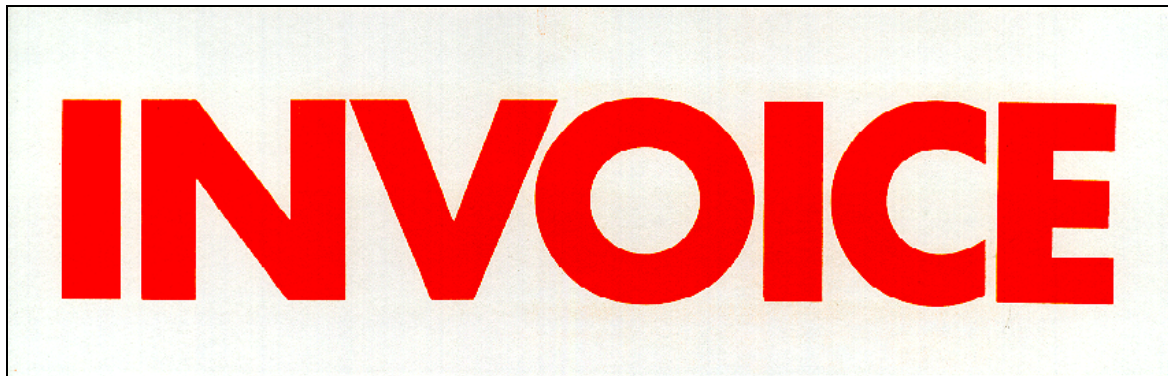
TEACHER NAME	BOOK TITLE/FEE DISCRPTION	COST/FINE
		\$0.00

Please respond to this notice within ten business days of the date of this letter. Failure to do so may result in referral of the debt to Legal Services Department. If you have any questions please contact the school at (561)

Sincerely,

**PBSD 2057 Instructional Materials Obligation Letter** – Can be used to notify a parent/guardian of a student’s obligation for lost/damaged instructional materials.

Only available in OmniForm. Can be downloaded from the Records Management web site, <http://www.palmbeach.k12.fl.us/Records/Forms.htm> or the Instructional Materials web site, <http://www.palmbeach.k12.fl.us/InstructionalMaterialsDept/forms.htm>.



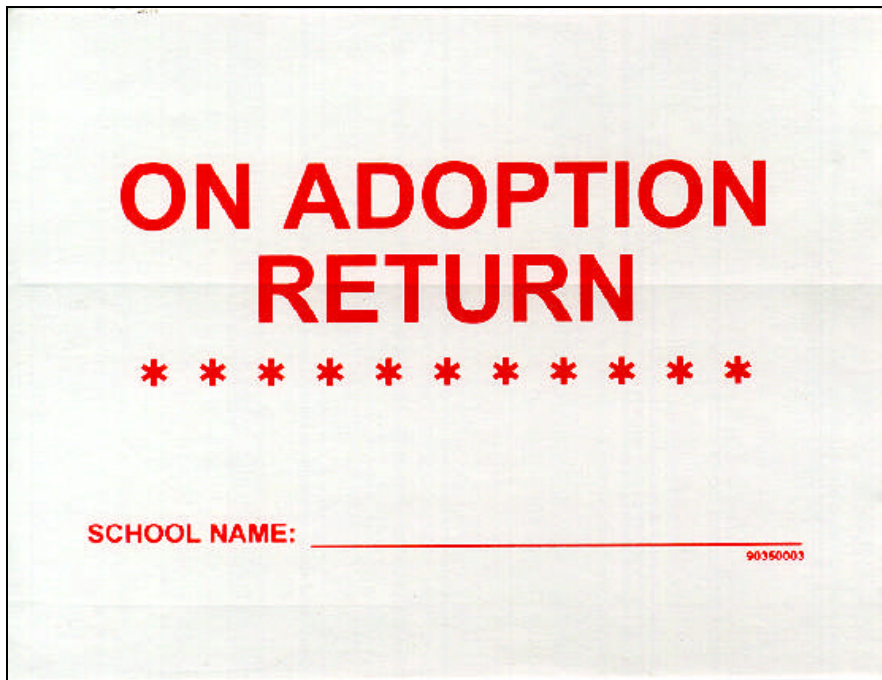
**Invoice Label** – Placed on opposite corners of the box containing the shipping invoice with any order sent from the Instructional Materials Depository. This box should be opened first in order to check in an order.



**Mixed Titles Label** – Used on boxes containing more than one title. Be sure to check the quantities of each book in boxes with these labels.



**Off-Adoption Labels** – Should be placed on any box containing materials that are no longer on the Textbook Inventory.



**On-Adoption Labels** – Should be placed on boxes containing excess on-adoption materials being returned to the Instructional Materials Department.