

Elementary

End of Year Audit Preparation and Procedures

Campus Instructional Material audits will be completed in June. Preparations for the audit should begin in April and May. A successful audit requires planning and organization at the campus level. The campus Instructional Materials Coordinator is responsible for completing the preparations with the help of teachers. Since this is a large job, a successful audit requires that the campus work as a team under the direction of the IM Coordinator and with the support of campus administration!

The goals of the work done *prior* to the audit:

- 1 100% of the campus instructional materials are available in one place and organized according to instructions which follow for the auditors to count. Art and Music may remain in the classroom but available for audit.
- 2 The campus instructional materials coordinator should know exactly what items are missing and to whom the item was distributed.

If you will not be on campus the day of your audit please provide the name of the person who will have access to the book room.

Prior to the Audit

A. Book Room Preparation

- 1 Remove all non-instructional materials items from the book room(s).
- 2 Allow limited keyed access to the book room. (principal and IM coordinator only)
- 3 If books must be stored in another room(s) due to lack of book room space, those rooms must be located near the book room and be secured, limited access rooms.
- 4 All the materials for a grade level should be in the same room or location.
 - a Spanish needs to be separate from English but organized in the same way.
- 5 All materials will be sorted and grouped by individual title. For example:
 - a All 1st grade Reading Street Unit 4 SE together
 - b All 3rd grade Decodable Practice Reader U.1, 2 & U.3 together
 - c All 3rd grade Social Studies Communities together
- 6 Spanish materials will also be sorted by grade and title and will be separated from the English materials.
- 7 Make sure all shelves are accessible to the audit team.

B. Teacher Preparation **(applies only if you have bar coded textbooks and distributed to teachers)**

- 1 Instructional Materials Coordinator will print a teacher report from TIPWeb for each teacher showing all materials (with accession numbers) that are distributed to that teacher.
 - a Each teacher will be responsible for checking to make sure that they have, not only the correct number of books, but the exact accession numbers listed on the teacher report.

Secondary

End of Year Audit Preparation and Procedures

All campus Instructional Material audits will be completed in June. Preparations for the audit should begin in May. This will be a large job and will require a team effort with all teachers helping! Please read through these instructions carefully, and ask questions.

The goals of the work done prior to the audit:

- 1 Provide the campus Instructional Materials Coordinator information on the status of Instructional Materials prior to the end-of-year audit
- 2 Allow time for the Instructional Materials coordinator to work with teachers and students to locate missing materials and have them in place for the audit.

If you will not be on campus the day of your audit please provide the name of the person who will have access to the book room.

Prior to the Audit

A. Book Room Preparation

- 1 Remove all non-instructional materials items from the book room(s).
- 2 Allow limited keyed access to the book room. (principal and IM coordinator only)
- 3 If books must be stored in another room(s) due to lack of book room space, those rooms must be located near the book room and be secured, limited access rooms.
- 4 All materials for a grade level or subject area should be in the same room.
- 5 All materials for an individual title will be stacked together.
- 6 Any Spanish materials will also be sorted by grade and title and will be separate from the English materials.
- 7 Make sure all shelves are accessible to the audit team.

B. Pre-Audit Steps for Teachers **(applies only if you have bar coded textbooks and distributed to teachers)**

- 1 Campus Instructional Materials Coordinator will print a teacher report from TIPWeb for each teacher showing all materials (with accession numbers) that are distributed to that teacher.
 - a Each teacher will be responsible for checking to make sure that they have, not only the correct number of books, but the exact accession numbers listed on the teacher report
 - b Discrepancies will be clearly and legibly recorded on the Teacher Book Check form.
 - c Where there are missing materials, both teacher and IM coordinator will make efforts to locate those materials **prior** to the scheduled audit date.

- 2 Establish a deadline for completion of the teacher book check form that will allow time to complete audit preparations.

D. Proper Arrangement of Materials for Audit

- 1 All books must be stacked by subject area/grade level in the same location. If you have more than one book room, be sure that book titles are all together in the same location. Subjects with multiple books/volumes should be sorted and shelved by each title (Ex: All volume 1 together and all Volume 2 together.)
- 2 Consumables **will not** be counted. These should be stored in a separate location if you need the space in the book room for textbooks.
- 3 Classroom sets provided free by the publisher **will not** be counted. These materials should be separate from materials distributed to your campus by Purchasing, stored in the classroom or separate location in the bookroom.
- 4 All books need to be shelved **title out**; this will help us identify books stacked in the wrong location. (example on last page) As much as possible, please place the same number of books on each shelf. (Ex: shelf 1 has 25 shelf 2 has 25 etc.)
- 5 Double stacked shelves need to be stacked with back books **upright with titles showing** and front books **need to be side stacked with titles up**. (example on last page) Again, same amount of books per shelf whenever possible.
- 6 No material, boxes, carts, equipment, etc. should be blocking access to these shelves.
- 7 To help with campus textbook losses we recommend that only textbooks be stored in book rooms. This will eliminate the number of people who have access to the books.
- 8 No student books, TEs, or Teacher Resource Materials are to be given or lent to another campus, homebound teacher or parent at any time without approval from Purchasing. Please contact Purchasing if this situation arises.
- 9 No out of adoption materials should be in the book room. We will not pick up out of adoption materials until after the audit is complete.
- 10 If you would like a copy of your campus distribution report which show what materials you have on your campus, it is available in TIPWeb. Please let me know if you are unable to access that report.

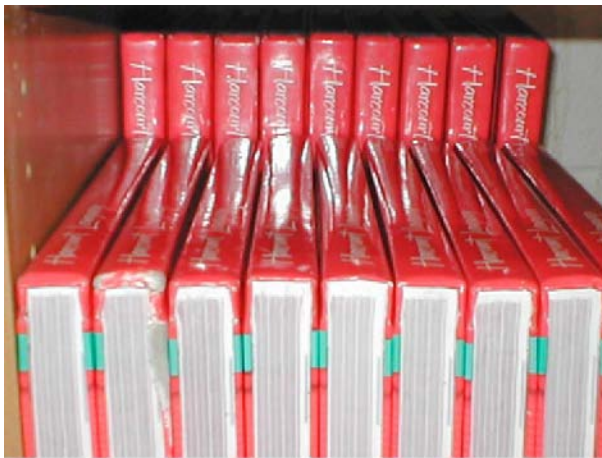
Books may be stacked in these ways:

1. Single stack shelves can be stacked one of these ways:

Please be consistent in the method you choose to stack and keep all titles facing outward on the shelf so titles are visible.

2. Deep shelves should be stacked as shown below:

The books at the back are standing upright with titles visible. The books near the edge of the shelf are lying down with the spine up so title is visible.



CSISD Teacher Book Check Form

(to accompany Teacher Report from TIPWeb)

Teacher Name:

Campus:

Book Check Date:

Missing Accession Numbers (Circle Missing Accession Numbers on Teacher Report)

Book Title	Accession #

Extra Accession Numbers (not on report)

Book Title	Accession #

- b A Teacher Book Check form should be used to record discrepancies between what is in the teacher's possession and what is listed on the teacher report. This should be clearly and legibly recorded on the form.
 - c Where there are missing materials, both teacher and IM coordinator will make efforts to locate those materials **prior** to the scheduled audit date.
- 2 The instructional materials coordinator will establish a deadline for completion of the book check by the teachers that will allow time to complete all audit preparations
 - a Go through the list of missing accession numbers from the teacher textbook checks and "Change Status" to "Lost" in TIPWeb.
 - b If the materials are later found, the book can be scanned and the status changed.

D. Proper Arrangement of Materials for Audit (either in book room or designated room)

- 1 All books must be stacked by grade level in the same location. If you have more than one book room be sure that each grade level's books are together. Ex: book room 1: Kinder, 1st, 2nd and 3rd – book room 2: 4th and 5th.
- 2 **Bilingual books are to be arranged in the same manner as English books but separate from the English books.** They can be in the same book room just stored at one end of the room away from the English books.
- 3 Subjects with multiple books/volumes should be sorted and shelved by each title (Ex: Texas Journeys should have all volume 1 together, all volume 2 together, etc. on separate shelves)
- 4 **Consumables will not be counted.** These should be stored in a separate location if you need the space in the book room for textbooks.
5. **Classroom sets provided free by the publisher will not be counted.** These materials should be separate from materials distributed to your campus by Purchasing, stored in the classroom or separate location in the bookroom.
6. All books need to be shelved **title out**; this will help us identify books stacked in the wrong location. (example on last page) As much as possible, please place the same number of books on each shelf. (Ex: shelf 1 has 25 shelf 2 has 25 etc.)
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8. No material, boxes, carts, equipment, etc. should be blocking these shelves.
9. To help with campus textbook losses we recommend that only textbooks be stored in book rooms. This will eliminate the number of people who have access to the books.
10. TE's will be audited with the textbooks. Please have all your teachers turn in their TE's at the end of the year when you collect student books. If there is lack of space in your book room for these books they can be stored in a room separate from your book room. Please **stack these TEs by grade level and volume** (SS only, not Math and Reading). Missing TE's will be added to your textbook losses for payment. Teachers are responsible to make sure all pieces are in the enVision TE boxes. We will only need to audit the math TE box with the grade level on it, not the ancillary material that came with it.

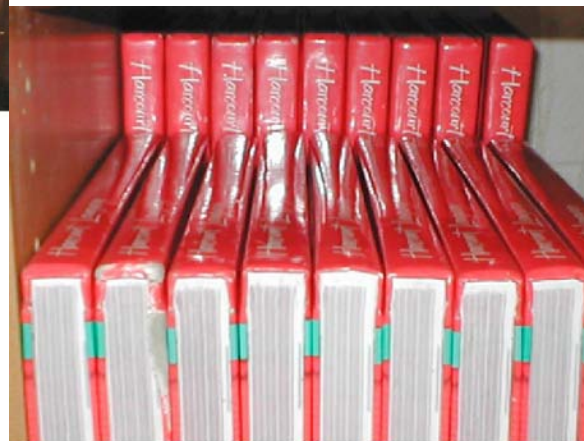
11. No student books, TEs, or Teacher Resource Materials are to be given or lent to another campus, homebound teacher or parent throughout the year. Please contact Purchasing if this situation arises.
12. Out of adoption materials should be kept separate in the book room. We will not be picking up out of adoption materials until after the audit is complete.
13. If you would like a copy of your campus distribution report which show what material you have on your campus, it is available in TIPWeb. Please let me know if you are unable to access that report.

Books in book rooms will be stacked in these ways:

1. Single stack shelves can be stacked one of these ways:



Please be consistent in the method you choose to stack and keep all titles facing outward on the shelf so titles are visible.



2. Deep shelves need to be stacked this way:
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(to accompany Teacher Report from TIPWeb)

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Campus:

Book Check Date:

Missing Accession Numbers (Circle Missing Accession Numbers on Teacher Report)

Book Title	Accession #

Extra Accession Numbers (not on report)

Book Title	Accession #