

DUAL ENROLLMENT PROGRAM GUIDELINES

INSTRUCTIONAL MATERIALS ACQUISITION / RETURN

SCHOOL INSTRUCTIONAL MATERIALS CONTACT:

Dual Enrollment materials require the same accountability measures as other materials on the Textbook Inventory. Any “non-consumable” Dual Enrollment text that is not returned to BOOKSMART by the student:

1. Should be a monetary obligation for the student at 100 % of the price on the Dual Enrollment Program Book Voucher, as per BOOKSMART
2. As with any other textbook obligation, this money is to be collected at the school. (Remit these monies collected with other lost/damaged textbook money at the end of the fiscal year)
3. Losses not collected will be charged to the high school as part of the lost textbook report due at the end of the school year.

The Dual Enrollment Program Book Voucher (PBSD 1277-Revised 9/12/2011) will be filled-out by the guidance counselors and given to the students. Vouchers may be ordered by emailing Tina Sparks (tina.sparks@palmbeachschools.org) Students will go to BOOKSMART to receive their books. The student will receive the pink copy of the form to take back to his/her school. The student will return the PINK copy to the guidance counselor to keep on file.

BOOKSMART will invoice the Instructional Materials Department for every book received by dual enrollment students. An obligation list has been shared on google docs with each school’s instructional materials contact and dual enrollment coordinator. Use these lists to track dual enrollment obligations.

The students should return books to BOOKSMART. The students should identify themselves as a Dual Enrollment Student from Palm Beach County and use their full name. BOOKSMART will issue two copies of a receipt to the student at the time of the return. One copy is for the student. The other copy should be taken back to the Guidance Counselor at the school as proof of the return. The bookstore will then run a **monthly** report for the Instructional Materials Department as to who has returned their books. The Instructional Materials Department will then remove the students from the obligation list and update your school’s google doc for you to be able to review. To ensure the maximum book return, the Guidance Counselors and Instructional Materials Contacts will need to remind students of books that have not been returned. This will be very time sensitive in the spring with graduating seniors. **If you do not have a book return receipt from the student or notification from the Instructional Materials Department that the student has returned their materials, the materials are considered lost and the student is to be charged for them.**

If you have any questions please contact Tina Sparks at PX 45127.

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GUIDANCE COUNSELORS:

High school guidance counselors will complete Dual Enrollment Program Book Voucher (PBSD 1277-Revised 9/12/2011) for eligible students. Please print legibly and sign where needed. These forms are available from the Instructional Materials Department. Your school instructional materials contact may order them by emailing Tina Sparks.
(tina.sparks@palmbeachschools.org)

This PBSD 1277 form is to be used in exchange for instructional materials for Dual Enrollment courses. Students must have the complete three-part form to pick up books. Do not use copies of the book voucher, as this creates an accountability issue with the bookstore. All instructional materials for Dual Enrollment (P.B.C.C. or F.A.U.) are to be acquired SOLELY from BOOKSMART Bookstore. There are three locations, Palm Beach Gardens (775-3992), Lake Worth (964-0023), and Boca Raton (394-6085), near the campuses. DO NOT allow students to use the on-campus bookstores, as there will be NO reimbursement.

Counselors will need to keep the PINK COPY of the Dual Enrollment Program Book Voucher (PBSD 1277), FOR EACH STUDENT when the student returns it after he/she receives his/her books. The WHITE and YELLOW copies will be kept by the bookstore and later returned to the Instructional Materials Department.

BOOKSMART will invoice the Instructional Materials Department for every book received by dual enrollment students. Obligation lists are updated regularly on your school's google doc. Use these lists to track dual enrollment obligations.

At the end of the term, the students should return the books to BOOKSMART. Please see the Students' Responsibilities below for instructions. Students should bring a copy of a returned book receipt back to school after he/she has returned his/her book. These receipts should be kept until after the school receives its Lost & Damaged Report for Dual Enrollment (usually in August of the next school year). This report lists all students who did not return their dual enrollment materials for the previous school year. Receipts are needed to correct any discrepancies on this memo. **If you do not have a book return receipt from the student or notification from the Instructional Materials Department that the student has returned their materials, the materials are considered lost and the student is to be charged for them.**

* * Lists can be printed on students and their classes using the Data Processor's services. The report is the "TS2503."

Questions?
Contact Tina Sparks PX 45127

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STUDENT RESPONSIBILITIES

With your completed Dual Enrollment Program Voucher (PBSD 1277), you will be responsible for acquiring your books from one of the BOOKSMART locations. There are three locations, Palm Beach Gardens, 775-3992, Lake Worth, 964-0023, and Boca Raton, 394-6085, near the campuses.

At BOOKSMART, students should:

1. Present your voucher and schedule at BOOKSMART. You will then be given the books required for your course. **ONLY BOOKS REQUIRED BY YOUR PARTICULAR INSTRUCTOR WILL BE PAID FOR BY THE SCHOOL BOARD. IT WILL BE YOUR CHOICE TO PURCHASE NON-REQUIRED STUDY GUIDES, NOTES, ONLINE RESOURCES, ETC.**
2. The PINK copy of your voucher will be given back to you. This copy should be returned to your guidance counselor the next available school day. The WHITE and YELLOW copies will be retained by BOOKSMART.
3. At the END OF THE TERM, STUDENTS ARE RESPONSIBLE FOR RETURNING THEIR NON-CONSUMABLE BOOKS TO BOOKSMART! If you are not sure if your book is consumable get confirmation from Booksmart.

RETURN: Books are to be returned to a BOOKSMART location. See the above phone numbers to call for information. Books may be returned from the very beginning of the BUYBACK period to 5 days after the term ends. All books must be returned no later than 5 days after the term has officially ended. **NOT RETURNING BOOKS WITHIN 5 DAYS OF THE TERM ENDING MAY RESULT IN BEING CHARGED FOR THE BOOK(S).**

1. Have your STUDENT I.D. NUMBER ready. TELL the cashier you are a Dual Enrollment Student. ***Be sure your name is spelled correctly*** when they input it in the computer. The return lists will be printed out by student names so we can identify Dual Enrollment Students and track what school to advise of your book return. Any students not listed as returning their books will be put on the obligation list for their school.
2. You will receive two receipts from the cashier for the return of your book. Return one copy of the receipt to your guidance counselor. **KEEP THE OTHER COPY FOR YOURSELF.** This is your record of the return. You may need it at the end of the year to clear any textbook obligations.

DROPPED COURSES:

Students that have withdrawn from a class must RETURN textbooks by the add/drop date deadline if already purchased.

Students returning textbooks after the add/drop date for return will be responsible for the original purchase price of the textbook(s).

It is the ***student's responsibility*** to ensure they notify BookSmart that these texts are for full refund due to dropping a course. Students should ensure that the return receipt they received states the original purchase price of the text.