



**Curriculum (Textbook, Workbook & Materials) Instructions  
April 2011**

**Instructions to complete chart:**

- 1. Stack books in numerical order. If numbers are missing, affix a note to the stack indicating what books are missing.**
- 2. If a book is damaged and cannot be reused, please do not include it in the “Totals of books on the shelf”.**
- 3. Clearly label any books that cannot be reused.**
- 4. When requesting consumable workbooks to be ordered, make sure that your students are truly using the majority of the workbook content.**
- 5. If old textbooks/workbooks are no longer being used by TCPS, are taking up space, and you would like them to be sold to a used book dealer, please notate book title, publisher, and count at the bottom of this form with the words, “Get rid of”.**
- 6. Return this completed form to your area Principal prior to \_\_\_\_\_.**



