

FAQ – Textbooks

1. Where do I find a list of textbooks approved by the State Textbook Commission?
 - <http://education.ky.gov/curriculum/books/ag/Pages/default.aspx>
2. What if my school or district wishes to purchase basal textbook materials that are not listed on KDE’s website?
 - Refer to KDE’s “Off-List Notification Process”: <http://education.ky.gov/curriculum/books/Pages/District-Off-List-Notification-Information.aspx>
3. Which subject area of the adoption process are we currently on?
 - Schools and districts may purchase basal materials for any subject area.
4. Which grades are included in the textbook allocation?
 - Textbook funds cover purchases for K-8.
5. Can general funds be used for textbook purchases?
 - If textbook funds are left in Flex-Focus, restrictions on purchases apply. However, if a district chooses, as allowed by the General Assembly, to move the funds from Flex-Focus to the General Fund in order to spend on restricted instructional resources such as technology and consumables, the restrictions do not apply. Local school districts that utilize these funds for general operating expenses shall report to the Kentucky Department of Education and the Interim Joint Committee on Education on an annual basis the amount of each program funding utilized for general operating expenses.
6. Can textbook funds be carried over to the next year?
 - Yes. Districts may have the current year and one prior year open.
7. Will there be Publisher Showcases this year?

The Kentucky Educational Publishers’ Association (KEPA) provides the Showcases. More information can be found at the following website: <http://www.kyedpub.com/>.
8. I’m interested in being on the State Textbook Commission. How do I apply?

Go to: <https://www.surveymonkey.com/r/?sm=ezb1q17oBZZJzrQR8wKb1w%3d%3d>
9. How do I find out the dates, times, and locations of the State Textbook Commission meetings?
 - Go to: <http://education.ky.gov/curriculum/books/Pages/TC-Meeting-Dates.aspx>
10. Is there an approved list of non-basal instructional resources (supplementals)?
 - Go to: <http://education.ky.gov/curriculum/books/Documents/Updated%20Approved-Not%20Approved%20Supplemental%20July%202013.pdf>
11. Where can my district see an example of a Textbook Purchasing Plan?
 - <http://education.ky.gov/curriculum/books/Pages/Sample-Purchasing-Plan.aspx>

12. I'm a publisher and wish to submit a new edition of an approved textbook to be considered as an approved substitution. What should I do?
- Refer to: <http://education.ky.gov/curriculum/books/Pages/Substitution-Process-for-Previously-Adopted-Items.aspx>
13. Where can I get a copy of Form M and Form B?
- Form B: http://education.ky.gov/curriculum/books/Documents/Form_B.pdf
 - Form M: http://education.ky.gov/curriculum/books/Documents/Form_M.pdf
14. My son/daughter isn't allowed to take a textbook home from school. What do I do about that?
- Decisions about the purchase and use of instructional materials are handled at the local school and district level. Contact the school principal and/or SBDM council to find out local policies.
15. I'm a teacher/parent/administrator and need to find out how to get an alternative version of a textbook for a student with special needs. What should I do?
- Refer to: <http://education.ky.gov/specialed/excep/instresources/Pages/KAMD---Kentucky-Accessible-Materials-Database.aspx>
16. I'm a new District Textbook Coordinator. Where can I go to get information to help me in my role?
- Refer to the bi-annual District Textbook Coordinator newsletter:
<http://education.ky.gov/curriculum/books/Pages/Textbook-Adoption-Updates.aspx>
17. Can I purchase **used** books with textbook money?
- Yes – see question 18 below
18. If I purchase used books, do I have to complete the Off-List Notification Process?
- Not if the ISBN # is from a current State Multiple List or if the school previously purchased that specific title/ISBN # from a State Multiple List (current or past) or if the title/ISBN # was part of a previous District Off-List Notification.
19. Can I purchase textbooks for a high school class?
- Since Textbooks/Instructional Resource funds are designated for K-8 only, all other purchases must be from the General Fund.
20. I'm a teacher/administrator. How do I see samples of basal textbooks?
- Contact a publisher directly to request a sample
21. Who does a district or school contact about rebinding textbooks?
- The KY vendor for textbook rebinding is:
The HF Group, LLC
1010 North Sycamore St.
North Manchester IN 46962
Phone: (800) 334-3628