Indiana Department of Education
SUPPORTING STUDENT SUCCESS

Frequently Asked Questions Regarding Textbook Adoption and the Textbook Waiver

General

1. **What changes did the Indiana State Board of Education adopt in terms of textbooks?** The board voted to issue a blanket waiver allowing school corporations and state-accredited nonpublic schools to use a broad range of multimedia, computer and Internet resources to supplement or replace traditional textbooks. The board also encouraged local schools to collaborate to lower the cost of acquiring textbooks and other learning resources.

2. **Can we purchase an online program to teach a subject even if it has not been approved by the State Board of Education?** Yes. Although the state textbook adoption process is still in place, school corporations and state-accredited nonpublic schools have the freedom to choose materials and resources they feel are best suited to the instructional needs of their students.

3. **How do I submit a waiver for textbooks or other instructional materials not on the state adoption list?** A waiver is not required. The Indiana State Board of Education has given a blanket waiver for all subjects and the materials used to teach those subjects. It is now up to school corporations and state-accredited nonpublic schools to determine the best instructional resources to help students achieve proficiency of the Indiana academic standards. The waiver covers all subjects where the adoption process applied in the past.

4. **Do I still need to submit a notification regarding what instructional resources are being used?** Yes. The notification and the guidelines for using the form are available at www.doe.in.gov/textbook under the "important information" heading.

5. **If we do not adopt a textbook for social studies in 2009, but decide to go a different route in a few years, can we purchase textbooks at that time?** Yes. The only limitations here would be that a school may not recover the cost of the materials, depending on when the adoption occurs.

6. **Some of our teachers want to use textbooks; some prefer supplemental materials or online resources to teach the academic standards. Can we do both?** Yes. It is up to school corporations and state-accredited nonpublic schools to decide which materials they want to purchase. *[See financial section below for related details.]*

Financial

1. **What types of instructional resources qualify for the traditional textbook rental fees?** The general principle to apply in deciding what resources can be charged as textbooks is that if the resource unit must be purchased for each student (such as a digital content subscription) or if the resource will be consumed, accessed or used individually by students (such as laptops), then a textbook fee could be applied to cover the cost of the resource. Hardware, such as whiteboards, LCD projectors and wireless access points, are considered the school's responsibility and the cost of doing business. As such, traditional textbook rental fees should not be applied toward these purchases.

2. **If we prefer to buy laptops for students instead of textbooks, can textbook fees be used to pay for the computers?** Yes. Money that would have been used for the purchase of new textbooks can now be used to purchase computers for use by students. Technology that is serving as a delivery for standards-based content should be in students hands to be included as a textbook cost.

3. **We want to buy teacher materials instead of textbooks for students. Can textbook fees pay for those materials?** No. Textbook fees can only be repurposed for materials used by students during the instructional process.

4. **How much reimbursement will a school receive if it buys laptops and rents them to students?** The Indiana Department of Education cannot estimate textbook reimbursement for a coming school year. There is no reliable way to estimate the number of students who will be eligible, based on free and reduced price lunch eligibility, or the costs that will be incurred by schools. Until the General Assembly adopts a state budget, the Department will not know the funds allotted for textbook reimbursement for the coming school year. Indiana Code 20-33-5-7 (d)(3) and (d)(4) establish the eligible amount of reimbursement at 20% of the cost incurred for the textbook. If a laptop is waived as a textbook, the Department believes the eligible reimbursement for laptops will be 20% of the computer cost. The actual reimbursement depends on the appropriation and total statewide eligible costs.

5. **How will the Department handle reimbursement for computers used by more than one student?** If more than one student will use the computer during the school year, the school will prorate the cost across the number of students using the computer and take into consideration the number of years that the computer is used by multiple students to get a proration of cost. This is the same procedure currently used for textbooks that are used by more than one student during the school year and for multiple years.

6. **Must a school supply receipts for computers that are purchased**? The State Board of Accounts does ask to see invoices and other documentation when that agency audits textbook rental and reimbursement calculations. Schools should expect a similar procedure for the purchase of computers and software in future audits.

7. **Are schools required to use state Quantity Purchase Agreements (QPAs) for computer purchases or can the school negotiate a price with a vendor?** School corporations must follow all public purchasing regulation. If the purchase of a single line item, in this case computers, is greater than $150,000, then the corporation is required to bid before purchasing. A school corporation also may purchase from the State QPA if an acceptable item is available on the QPA. *(See http://www.in.gov/idoa/2449.htm for more information on QPAs)*

8. **Can a school pursue collection if a parent does not pay rental fees?** For those students who are not eligible for financial assistance, parents are obligated to pay rental fees and schools may pursue collection for nonpayment. Regardless of a student's eligibility status, however, a school corporation cannot withhold books and supplies, require special services from a child, or deny the child any benefit or privilege because the parent fails to pay required fees. (IC 20-33-5-11).

Publishers

1. **Should I pursue the paperwork for the Mathematics adoption in Indiana since the process seems to be changing?** The state adoption process in Indiana has not changed even though the waiver provides schools broad latitude in deciding what instructional materials to adopt. The textbook adoption process is still in place according to Indiana law, and only legislative action can effect a change.

2. **My company has both a textbook program and an online program that are correlated to the Indiana standards. Should we submit them separately or together for the bid process?** If the prices for both programs will be the same and schools could select between the textbook and the software package, you can submit them for bid as one item. If the cost of each option is different, they must be submitted separately.

3. **When will the mathematics adoption bid process begin? My company wants to be part of the process.** The current chronology for the mathematics 2009 adoption process is being modified. When the revised chronology is approved *(anticipated in April 2009)* by the textbook adoption committee, it will be posted at www.doe.in.gov/textbook along with the necessary documents for the bid process.

4. **When will the State Board of Education approve the 2009 Mathematics standards?** We anticipate the approval of the mathematics standards in early April 2009.

Questions

Visit: www.doe.in.gov/textbook
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