

Frequently Asked Questions Regarding New State Textbook Adoption Procedures, Textbook Rental Fees, and 1:1 Device Initiatives

Please direct additional questions to textbook@doe.in.gov.

General Adoption

1. **What changes did the Indiana General Assembly make in terms of textbook adoption?** In 2011, the state legislature made significant revisions to the statutes regarding textbook adoption, both at the state and local levels. To better understand the changes that were made, please consult this [memo](#) that was sent out to all principals and superintendents on February 8, 2012.
2. **If the state no longer provides an approved adoption list, what information can schools expect to receive from IDOE regarding textbook adoption?** While the state board will no longer approve textbooks, the department of education will continue to review curricular materials and provide guidance to schools on the alignment of the materials to the Indiana standards and the Common Core standards. The results of the most recent reviews can be found at <http://doe.in.gov/textbook>.
3. **Can I adopt a program even if the materials have not been through the state review process?** Yes – for all subjects except reading. The state review process is in place to provide information for corporations to use in the local adoption decision. We recommend that districts develop an internal review process at the local level to discern information regarding alignment to state standards, in the event that a program has not gone through the state review process.
4. **Is there a set timeline for when certain subjects will be reviewed?** No. The six-year review cycles have been removed. The department will send out notices via superintendent and principal mail and the [IDOE – Textbook Adoption](#) community on Learning Connection when updates have been made.
5. **Why is the textbook waiver form no longer online?** The waiver is no longer necessary, and as such the textbook waiver process no longer exists. The changes to textbook adoption process allow for schools to adopt books that meet the needs of their students and remove the requirement that the state board approves textbooks for use by local school corporations, for all subjects except for reading.
6. **My school/corporation is currently using a reading textbook that isn't approved for adoption. Can I apply for a waiver to be able to continue using this book?** All public, nonpublic state-accredited, and freeway schools are required to implement an approved research-based core reading program. However, schools can receive an [exemption](#) from this requirement based on their IREAD-3 scores and their school letter grade under P.L. 221. Schools that do not meet the requirements **will not** be granted a waiver to use materials other than those approved by the department. For more information, please consult the "Reading Adoption Questions" section at the end of this document.

- 7. What are the requirements for local textbook adoption? Is there a set number of teachers, community members, etc., that must be on the adoption committee?** The state legislature altered the requirements regarding composition of local textbook adoption committees in 2011. Local superintendents now set procedures for local textbook adoption, and the decision regarding composition of the local adoption committees are at the discretion of the local superintendent.
- 8. What types of instructional resources can I charge for under 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 that is primarily used by the teacher or are considered school infrastructure, such as whiteboards, document cameras, 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.
- 9. What additional requirements should schools look for when adopting textbooks to comply with the Individuals with Disabilities Education Act?** Schools will need to ensure that a publisher provides textbook materials in NIMAS format and obtain NIMAC certification, or grant a license to the school corporation to allow for the reproduction of adopted textbooks in (1) large type; (2) Braille; and (3) audio format. If this criterion is not met, schools may not purchase materials from the publisher.
- 10. During summer school, students use the same textbooks as are used during the regular school year. Can I charge students for their use?** The maximum amount that can be charged for textbook rental is 25% of the retail cost of the textbook per year. If the full 25% is charged during the school year, the school may not charge students to use the textbook during the summer. For example, if a school offers Algebra I during the school year and charges students 25% of the retail price, the school may not charge additional rental fees for Algebra I textbooks during the summer. If the school offers a course only during the summer and not during the regular academic year, the student may be charged up to 25% of the retail cost of the textbook.
- 11. Our high school operates on a Block-4 calendar, with a full year of Algebra I being offered each semester. How much can we charge students for textbook rental?** If two or more students use the same book during the same academic year, the *total* amount that can be charged is 25% of the retail cost of the textbook. To accommodate this, the 25% should be prorated across the number of students using the textbook. For example, if the textbook costs \$100 and is used by 1 student in the first semester and a different student in the second semester, each student could be charged \$12.50 (\$25 divided by two students).
- 12. We have students with specific instructional materials included in their individual education program (IEP). Can we charge parents for the use of these materials?** No. School corporations receive additional funding each year in order to provide services to special education students. As such, supports specific to a student's IEP should be provided to the student free of cost and paid for through special education funding.

Digital Curriculum and Resources

- I 3a. My corporation is purchasing digital curriculum that replaces a textbook. The corporation pays an annual site license fee, which makes the materials available to all students. How do I charge for this through textbook rental fees?** If the local school board has approved this for use in lieu of textbooks, the annual cost can be prorated across the number of students who will use the materials. For example, if the corporation purchases an annual site license for \$20,000, which provides access to 2,000 students, each student can be charged \$10 in textbook rental.
- I 3b. My corporation is purchasing digital curriculum that replaces a textbook. The corporation pays a multi-year site license fee, which makes the materials available to all students. How do I charge for this through textbook rental fees?** If the local school board has approved this for use in lieu of textbooks, the annual cost can be prorated across the number of years **and** the number of students who will use the materials. For example, if the corporation purchases a 2-year site license for \$30,000, which provides access to 2,000 students, each student can be charged \$7.50 per year in textbook rental.
- I 4a. My corporation is purchasing digital curriculum that replaces a textbook. The pricing is on a per-student, per-year basis. How do I charge for this through textbook rental fees?** If the board has approved this for use in lieu of textbooks, the full price of the annual subscription fee can be charged to the student through textbook rental.
- I 4b. My corporation is purchasing digital curriculum that replaces a textbook. The pricing is on a per-student, multi-year subscription basis. How do I charge for this through textbook rental fees?** If the board has approved this for use in lieu of textbooks, the district may prorate the cost of the subscription across each year and charge each student this amount through textbook rental. For example, if a 3-year subscription can be purchased for \$30 per student, the student could be charged \$10 per year in textbook rental.
- I 5. We have many students in our district who use e-books, which have been purchased by their parents. Does this exempt the student/parent(s) from paying textbook rental fees?** No. School boards are required under IC 20-26-12 to purchase enough books for each student enrolled in the school, and under the same section the corporation may rent these books to students at no more than the prescribed rate. As such, the parent can purchase an e-textbook for their child, but this would not *necessarily* exempt them from textbook rental fees. The decision to charge textbook rental fees to parents who purchase their own books is at the discretion of the local school board.

I:I Computing Initiatives and Finances

16. My corporation wants to move to a I:I student device initiative. What funding sources can we utilize to finance this project? The three most common funding sources are (1) textbook rental, (2) grant monies, (3) capital project funds. A corporation can also finance the purchase of devices through a combination of these funds. The rules for textbook rental differ depending on the source of funding for the devices, so please be sure to read carefully below to determine the applicable guidelines, based on the source of funding your corporation has used (or will use) to pay for its I:I initiative.

16a. How can a corporation pay for student devices in I:I computing using textbook rental? The first step in using textbook funds for the purchase of student devices is for the local school board to approve the device for use as a textbook in the district, or for use in lieu of a textbook. If the device is approved in this manner, the same funding mechanisms are available as for textbooks: the corporation may purchase the devices outright ([IC 20-26-12-2](#)), purchase the devices on time basis ([IC 20-26-12-22](#)), borrow money to purchase the devices ([IC 20-26-12-23](#)), or issue notes ([IC 20-26-12-23](#)).

17. How does a corporation charge parents for rental of a student device in I:I computing scenarios? The ability to charge rental for student devices is largely dependent upon the source of funds used to pay for the devices. Similar to traditional textbook rental, annual rental rate may not exceed twenty-five percent of the retail price of the device. However, the “retail price” of the device, for purposes of textbook rental, only covers the portion of the device that was paid out of general funds or textbook rental funds.

Example 1: Corporation A received a Classroom Innovation Grant, which fully funded its I:I initiative. Because the full price was paid for through a grant, the corporation cannot charge textbook rental for the device.

Example 2: Corporation B purchases 1000 devices for \$400 each, for a total of \$400,000. The board approves an expenditure of \$100,000 out of CPF to offset the cost and a bond issuance of \$300,000 to cover the remaining cost. For the purpose of textbook rental, the retail price of the device is \$300 (\$300,000/1000). The school could charge \$75 per year for rental (25% of \$300).

18. Can a corporation require a student to pay for insurance for a device? Insurance cannot be a mandatory expense for students; however, a corporation can require that a parent pay the full value of replacement for a damaged or lost device. A school may offer parents the option to purchase insurance through the corporation, to purchase insurance through a third-party, or to bear the cost of replacing a damaged or lost device, but it may not require parents to purchase insurance through the school.

19. A free and reduced lunch student lost/damaged his device. Can the school corporation require the student to pay the cost of replacement/repair? Yes.

20. 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/idoea/2449.htm> for more information on QPAs).

- 21. 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. As with all decisions related to textbook rental fees, the pricing scheme should be voted on and approved by the local school board.
- 22. If a corporation adopts laptops in lieu of textbooks, can the corporation still charge textbook rental for the textbooks?** If the laptops are being used to replace textbooks, the corporation should not charge textbook rental for the textbooks that have been replaced. Corporations should only charge textbook rental for materials that will be used by the students during the school year. If the corporation continues to use textbooks along with the laptops, the same pricing schemes apply as normal: students may be charged up to 25% of the retail cost of the textbook for up to 6 years, and 15% after 6 years as a continued use textbook (or prorated if a classroom set is to be shared among students. The students may also be charged up to 25% of the retail cost of the computer.
- 23. Our school has a 1:1 device initiative to replace student textbooks, but our teachers would still like to purchase teacher materials. Can textbook fees pay for teacher materials?** No. Textbook fees can only be repurposed for materials used by students during the instructional process.

Reading Textbook Adoption

- 24. How does my school receive an exemption from adopting an approved core reading program?** Under 511 IAC 6.2-3.1-4(a)(1), schools must utilize a “research-based core reading program that provides a scope and sequence in order to scaffold the instruction of scientifically-based reading.” Schools may, however, receive an exemption from this requirement if they meet **both** of the following criteria: (a) the school earns a letter grade of A or B during the previous school year; and (b) 90 percent of the students enrolled at the school pass the IREAD-3 during the school year immediately preceding the submission of the plan. For the 2012-13 school year, this exemption is based on the school letter grades from school year 2010-11 and the IREAD-3 scores from the March 2012 IREAD-3 administration.
- 25. What core reading programs meet the requirements of the reading plan?** This information, as well as other information regarding textbook review, can be found at <http://www.doe.in.gov/textbook>.
- 26. My corporation has 4 elementary schools: 2 of the schools were below 90% passing rate on IREAD-3. Does the entire corporation have to adopt an approved core reading program?** No. The requirements related to the 90% calculation are enforced at the school level. As such, it is likely that individual schools may receive an exemption from the requirement, while other schools in the corporation may be required to adopt a core reading program.
- 27. All of the schools in my corporation qualified for an exemption from purchasing a core reading program. Can we adopt materials that are not listed on the approved textbook adoption list?** The short answer to this question is “yes.” Keep in mind, however, that any school that drops below a letter grade of “B” or below 90 percent of students passing IREAD-3 will need to adopt an approved core reading program the following school year – even if the school adopted non-approved materials the previous year. As such, we recommend that schools only use textbook adoption funds to purchase approved core reading materials.

Reimbursement Process

- 28. How does the state reimburse schools for textbooks costs for free or reduced lunch students?** Beginning in 2012, textbook reimbursement is based on the statewide appropriation available divided by the total number of eligible students as claimed by school corporations, charter schools, and accredited nonpublic schools by October 31 of each year.
- 29. Are schools still required to file a claim for textbook costs to receive reimbursement?** Yes, schools requesting reimbursement are still required to submit student level data as well as textbook claim data. IC 20-33-5-7 still requires school corporations to submit textbook cost information as part of the textbook reimbursement process. This includes information on textbooks, workbooks, digital content, consumable textbooks, and any other information the department deems necessary.
- 30. Should my claim reflect 100% of textbook costs on the Textbook Reimbursement Claim Form so the Department can calculate the twenty percent amount I am allowed to claim?**
A school's claim should reflect the actual cost of providing textbooks for a given school year to the eligible students. Schools are still allowed to claim 100% of costs for workbooks, consumables, and developmentally appropriate materials, and instructional materials for eligible gifted and talented and special education students. When a textbook is used by more than one student, the cost of the textbook must be prorated. To obtain a per pupil cost of textbook, take the total cost of the textbook divided by the number of students using the textbook. This same procedure should be used to determine the per pupil costs for kits.
- 31. How do I allocate a per student reimbursement amount when the reimbursement is more than the cost of a student in a particular grade level.** The school governing body should adopt a policy concerning the allocation of textbook reimbursement funds that remain after applying the per student reimbursement amount.