

## ***Textbook Ordering Procedures***

You are responsible for ensuring that your child has the books he or she needs at the start of the year. By law, your school district is obligated to provide a limited supply of textbooks to students residing in the district, according to per-student budget allocations, even if they attend non-public schools; however, procedures vary widely among districts. **Please read the following textbook ordering guidelines carefully.** Booklists should be available in late March. If you have any questions pertaining to textbooks, please contact our textbook coordinator, Melissa Slotnick at 516 393-4202 or email her at [Melissa\\_Slotnick@fa.org](mailto:Melissa_Slotnick@fa.org).

Should you wish to purchase books on your own or you are unable to acquire certain books through your district, you may purchase books through our school bookstore or find other sources that suit your needs. When purchasing books, **please be sure to buy the editions listed on the school booklist using the ISBNs provided.**

### ***Suffolk County***

**ALL DISTRICTS:** Suffolk County districts are following the procedures they have used in the past. Complete the appropriate book order form, have it signed by your division principal or designate, and bring the form to the school bookstore or the receptionist's desk in Frost Hall. We will send the forms in for you. The central book office requests that book orders be submitted by May 15<sup>th</sup>. They will order those books that meet budgetary guidelines, and you will be able to pick the books up when they arrive at the central book office. If certain books will not be supplied (Suffolk County will not supply paperback novels, for instance), you will be responsible for purchasing them on your own.

### ***Nassau County***

**FAMILIES RESIDING IN ALL DISTRICTS WITH THE EXCEPTION OF HEMPSTEAD, HICKSVILLE, FARMINGDALE, OCEANSIDE AND SEWANHAKA:**

Families other than those in the above five districts will receive their textbooks through Friends Academy via a centralized supplier run by Nassau BOCES, called *Textbook Central*. With this system, we submit a single order to *Textbook Central*, receive the books during the summer, and then distribute them to their students. Consequently, **if you reside in one of these districts, you do not need to do anything regarding your child's book order.** We will submit an order based on your child's schedule and will provide an opportunity for your child to pick up his or her books before the beginning of the school year. When we learn of which books, if any, will not be provided by the districts represented by *Textbook Central*, we will notify you so you can purchase the books on your own. **Please be aware that you are responsible for ensuring that your child has any books not provided by *Textbook Central* at the start of the year.**

### **IMPORTANT:**

Students and their families are responsible for the return of all textbooks and non-consumable books at the end of the school year. Students are not permitted to write or highlight in these books. Student accounts will be charged for any missing and damaged books.

Students who change their schedules after the book order has been submitted to Textbook Central in the middle of June will not be guaranteed books for their new courses or may be delayed in arriving at school.

**FAMILIES RESIDING IN HEMPSTEAD, HICKSVILLE, FARMINGDALE, OCEANSIDE AND SEWANHAKA:**

These districts are following the procedures they have used in the past. You complete the book order form, have it signed by your division principal or designate, and bring the form to your district's textbook office. Districts typically ask that book orders be made by **May 1<sup>st</sup> or 15<sup>th</sup>**. The district will order those books that meet its budgetary guidelines, and you will be able to pick the books up at the district office when they arrive. If a district will not supply certain books, you will be

responsible for purchasing them on your own. We highly recommend that you call your district directly to confirm deadlines and specific procedures.

## ***New York City Boroughs***

Families residing in a borough of New York City may receive some of their textbooks through the New York City school system. Through this program, non-public schools submit a single order to the New York City textbook system, receive the books during the summer, and then distribute them to their students. Typically, families receive very few books through this system due to budgetary constraints and the process is quite cumbersome. We try to provide some books from our inventory for these students. **Please be aware that you are responsible for ensuring that your child has any books not provided by New York City at the start of the year.**

### **HOW TO OBTAIN TEXTBOOKS DIRECTLY FROM YOUR DISTRICT**

**NOTE: The following instructions are for those families who will request textbooks directly from their school district offices. Please review the guidelines above for special instructions unique to certain districts. These instructions do not apply to families receiving textbooks through Textbook Central or the New York City school system (see above).**

Textbooks provided by school districts are loaned and must be returned to the district at the end of the school year. Students are not allowed to write in or highlight these books. The district will bill you for defaced or lost books.

The procedure for borrowing books from your school district is as follows:

1. Review the textbook list found on the FA website and identify the books required for your courses. Additional copies of the list are available in the Upper School Office, the school bookstore, and the Dean of Faculty's office.
2. Obtain "Textbook Order Forms" from the school book store or the receptionist's desk in Frost Hall. The Principal, Assistant Principal, or divisional Administrative Assistant must sign these forms to authorize your selections.
3. Fill out the forms completely using all of the information on your book list.
4. On or before your district's deadline, you must bring these forms to the Textbook Coordinator of your school district. We recommend that you contact your district to confirm specific procedures as deadlines may vary. The district will order the books and notify you when they arrive. If you order late and your books do not arrive by the start of school, you will be expected to purchase your books from the Friends Academy Campus Store. ***It is your responsibility to have your books when school begins.***

The Friends Academy bookstore will open at least a week before school begins. We will carry all books listed on the following book lists.

Please call our textbook coordinator, Melissa Slotnick, at 516-393-4202 or email her at [Melissa\\_Slotnick@fa.org](mailto:Melissa_Slotnick@fa.org) if you have any questions about obtaining textbooks.