

SCF, USF, UF, Early College Textbook Procedures: Spring 2021

Sarasota County Schools
Instructional Materials and Library Services
925 North Brink Ave, Sarasota, FL 34237
Business Hours: Monday – Friday 7:30 AM – 3:30 PM

If students wish to have their “required” textbooks paid for by Sarasota County Schools (SCS), they must follow the procedures contained in this document. Failure to do so may result in a delay in the process or, in some cases, the student having to purchase books without reimbursement.

Do you have Fall textbooks to return?

When: No later than **Wednesday, December 16, 2020**

Where: Instructional Materials and Library Services (see address above)

Do you need to get textbooks?

Who: Students enrolled in Spring 2021 classes

When: Paperwork submission begins **Tuesday, December 1, 2020**

How: Complete the Dual Enrollment Request for Textbooks Form

1. Use the “Dual Enrollment Request for Textbooks” link found in “Other Resources” on the “Parents and Students” section of the School District website
2. Confirmation that your form was received will be sent from the Sarasota County Schools Instructional Materials Office within 48 hours
 - a. If you do not receive confirmation, please contact our office
3. Students will be notified by email when orders are complete
 - a. See “**Important**” section below for specific details on this process

Important:

- Orders may be filled by either the SCS Instructional Materials Office, the college bookstore, or a combination
- You may receive multiple emails to both your personal and SCF email addresses, with instructions on how to pick up your materials. It is the student’s responsibility to monitor those emails closely
- STUDENTS MAY RECEIVE AUTOMATICALLY GENERATED EMAILS FROM SCF REGARDING BOOKSTORE ACCOUNT CREATION OR PASSWORD CHANGES. PLEASE DISREGARD
- DO NOT CHANGE YOUR PASSWORD ON YOUR SCF BOOKSTORE ACCOUNT AS IT WILL DELAY YOUR ORDER
- The SCF Store will not begin fulfilling orders until **December 16th**
- Students enrolled in DE courses at UF or USF, must contact their bookstore to find out when they will begin filling orders
- Failure to pick up materials from the college bookstore or the SCS Instructional Materials office 14 days after the start of classes will result in your order being cancelled. Students must email earlycollege@sarasotacountyschools.net to reorder materials

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Important Dates

Friday, December 18, 2020 - Deadline to submit requests to receive materials prior to the first day of classes. All requests are processed in the order they are received

Friday, December 18, 2020 - Final day to return all Fall materials, including unused access cards to Instructional Materials Office

- This only applies to students that have textbooks to return to the office
- Students receiving textbooks for Spring 2019 will return all materials within 3 calendar days of their last final exam

Monday, January 11th – Spring 2021 classes begin

Important

- Incomplete paperwork will not be accepted
- Instructional Materials orders will not be filled until all prior semester books are returned
- Only “Required” Materials are provided by the school district
- All textbooks and access codes provided to students by the college or school district are considered property of Sarasota County Schools and must be returned to the District Instructional Materials Office within 3 business days of the student’s last final exam
- Students will be required to pay for:
 - a. Any materials that are written in or damaged beyond normal wear and tear
 - i. This includes missing or removed pages or chapters
 - b. Any materials that are lost or not returned in a timely fashion (see Important Dates above)
- Upon dropping or withdrawing from any class prior to the end of the semester, students must notify the SCS Instructional Materials Office and return all materials immediately

Questions about Textbooks?

Phone: 941.358.4470

Email: earlycollege@sarasotacountyschools.net (Type “Question” in the subject line)

For all other Dual Enrollment Questions contact your High School Guidance Counselor