

Terms/Definitions Frequently asked Questions

Adoption – Consists of textbooks that have been approved for use in the State of Texas (*state adopted*) by the SBOE (*State Board of Education*) and selected for use by a particular school district (*local adoption*).

- ❖ **How are textbooks chosen by LISD?** The SBOE (*State Board of Education*) compiles a list of **conforming** and **non-conforming** textbooks. The LISD Curriculum Department receives that list and then begins the process by inviting publishers to bring their textbooks and teacher materials in for review. Please visit the link titled **Textbook Adoption Process** for more information.

Accession number – Is a one time occurring number that is printed on a special barcode label which is then placed on the inside of each state adopted textbook in use by LISD. (*See barcode example printed below.*)

Barcode – Each state adopted textbook in Lewisville Independent School District has a special **barcode** placed in it. This **barcode** is usually found on the inside back cover of the textbook (*see barcode example below*). The barcode is printed and placed in each textbook by the Textbook Warehouse staff. As the barcode example below shows – the ISBN is at the top, followed by the name of the textbook and the **Accession** number is on the bottom of the barcode.



- ❖ **How does LISD keep track of my child's textbook?**
When a student is issued a textbook, the student's **ID**, **ISBN** and **Accession** number are scanned – linking the textbook to a particular student. In this way, we have a computer record of each textbook and which student it is issued to.

Conforming/Nonconforming – A conforming textbook is a textbook approved by the SBOE (*State Board of Education*) because it meets certain criteria. (See *link titled Textbook Adoption Process for more information.*) A nonconforming textbook meets enough criteria to be approved for use in Texas, but does not meet all criteria.

❖ **Does LISD ever select a nonconforming textbook?**

LISD does not review or select nonconforming textbooks unless there is not a conforming textbook available.

ID – (*Identification Number*) is a unique number that is assigned to each student in LISD. This number is used to keep track of student records, attendance, and is also used when assigning textbooks to students.

ISBN – (*International Standard Book Number*) is a unique, internationally utilized number code assigned to books for the purposes of identification and inventory control. ISBNs may be 10 digits or 13 digits long. If you would like to convert an ISBN from 10 digits to 13 digits (*or vice versa*), you can do so at the following website: <http://pcn.loc.gov/isbncnvt.html>

MLC – (*Multi List Code*) is a 4 digit number assigned to state approved courses by the Texas Education Agency. Please visit our **Textbooks** links on our webpage to view these MLC codes.

Textbook Responsibilities – Each student (or parent/guardian) is responsible for the textbooks issued to them. A student who fails to return all textbooks will not be issued additional textbooks until the books are returned or paid for. (See the **Textbook Code** link under the heading **Information from Texas Education Agency** for more information.)

A student who has misused a textbook (*i.e. defacement, torn out pages, water damage, etc.*) will be required to pay for the textbook.

A student, who has misused a textbook with the result being minor damage, will be charged a fine.

❖ ***My child misplaced his textbook, what do we do next?***

Go to the main office or talk to your child's teacher and let them know that you can't find the textbook. They will visit with you about the next step.

TEA – (*Texas Education Agency*) is the agency that oversees education for the State of Texas. The SBOE (*State Board of Education*) is the governing board inside the TEA. We have provided a link to their website under the heading ***Information from Texas Education Agency.***