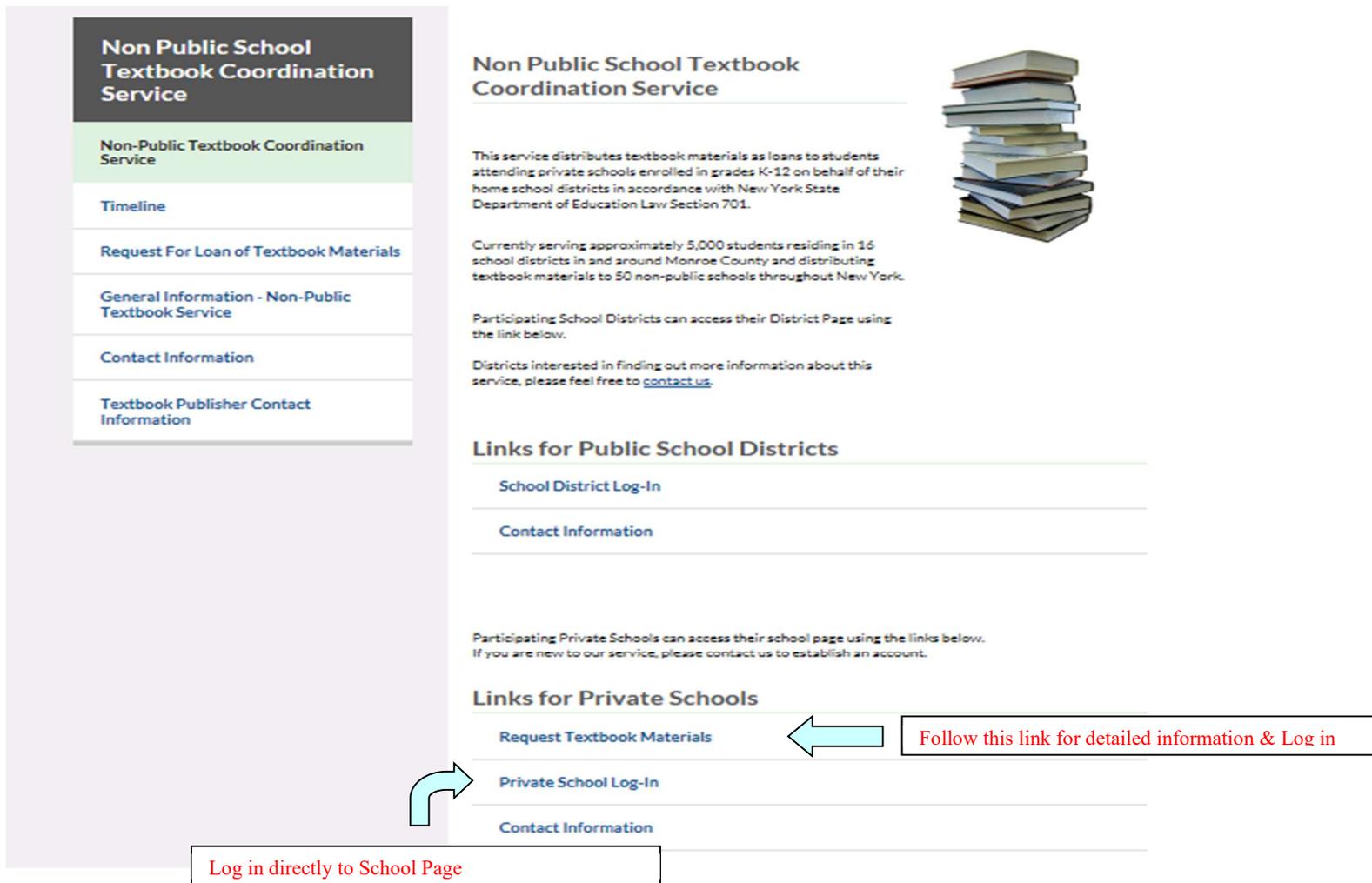


**MONROE ONE EDUCATIONAL SERVICES
NON PUBLIC SCHOOL TEXTBOOK SERVICE
USER MANUAL
For
Private School Personnel**

www.monroe.edu/nonpublictextbook



The screenshot shows the website interface for the Non Public School Textbook Coordination Service. On the left is a navigation menu with the following items: Non Public School Textbook Coordination Service, Non-Public Textbook Coordination Service, Timeline, Request For Loan of Textbook Materials, General Information - Non-Public Textbook Service, Contact Information, and Textbook Publisher Contact Information. The main content area is titled "Non Public School Textbook Coordination Service" and includes a stack of books icon. The text describes the service as distributing textbook materials as loans to students attending private schools in grades K-12. It mentions currently serving approximately 5,000 students in 16 school districts and distributing materials to 50 non-public schools. There are sections for "Links for Public School Districts" (School District Log-In, Contact Information) and "Links for Private Schools" (Request Textbook Materials, Private School Log-In, Contact Information). Annotations include a red box with the text "Log in directly to School Page" pointing to the "Private School Log-In" link, and another red box with the text "Follow this link for detailed information & Log in" pointing to the "Request Textbook Materials" link.

Non Public School Textbook Coordination Service

Non-Public Textbook Coordination Service

Timeline

Request For Loan of Textbook Materials

General Information - Non-Public Textbook Service

Contact Information

Textbook Publisher Contact Information

Non Public School Textbook Coordination Service

This service distributes textbook materials as loans to students attending private schools enrolled in grades K-12 on behalf of their home school districts in accordance with New York State Department of Education Law Section 701.

Currently serving approximately 5,000 students residing in 16 school districts in and around Monroe County and distributing textbook materials to 50 non-public schools throughout New York.

Participating School Districts can access their District Page using the link below.

Districts interested in finding out more information about this service, please feel free to [contact us](#).

Links for Public School Districts

[School District Log-In](#)

[Contact Information](#)

Participating Private Schools can access their school page using the links below. If you are new to our service, please contact us to establish an account.

Links for Private Schools

[Request Textbook Materials](#)

[Private School Log-In](#)

[Contact Information](#)

Log in directly to School Page

Follow this link for detailed information & Log in

Table of Contents

Log In to Your School Page.....	3
School Page Main Menu.....	4
Review and Update School Information.....	5
Add or Update User Information.....	6
Student Data	
Add a New Student.....	7
Import Student Enrollment Data for Last Year.....	8
List of All Students Enrolled at Your School for the Current Year.....	9
Edit Individual Student Enrollment Data.....	10
View Student Data.....	11
List of Disapproved Students.....	12
Student Enrollment Status Report.....	13
Textbook Requests	
Create a New Textbook Request.....	14
Import Textbook Orders from Last Year.....	15
View Pending Textbook Orders.....	16
Edit a Textbook Request.....	17
View All Submitted Textbook Orders.....	18
Textbook Request Submitted View Only.....	19
Textbook Budget Allocation Report.....	20
Website and Contact Information.....	21

Log In Screen

<http://textbooks.monroe.edu/login.php>

You may wish to bookmark this page on your
Internet Browser

- Sign in here with your Username & Password to access your Non Public School Account

Monroe One BOCES

Login for Non-Public Textbook Service

Please Log in

User Name:

Password:

School Year 2017-2018

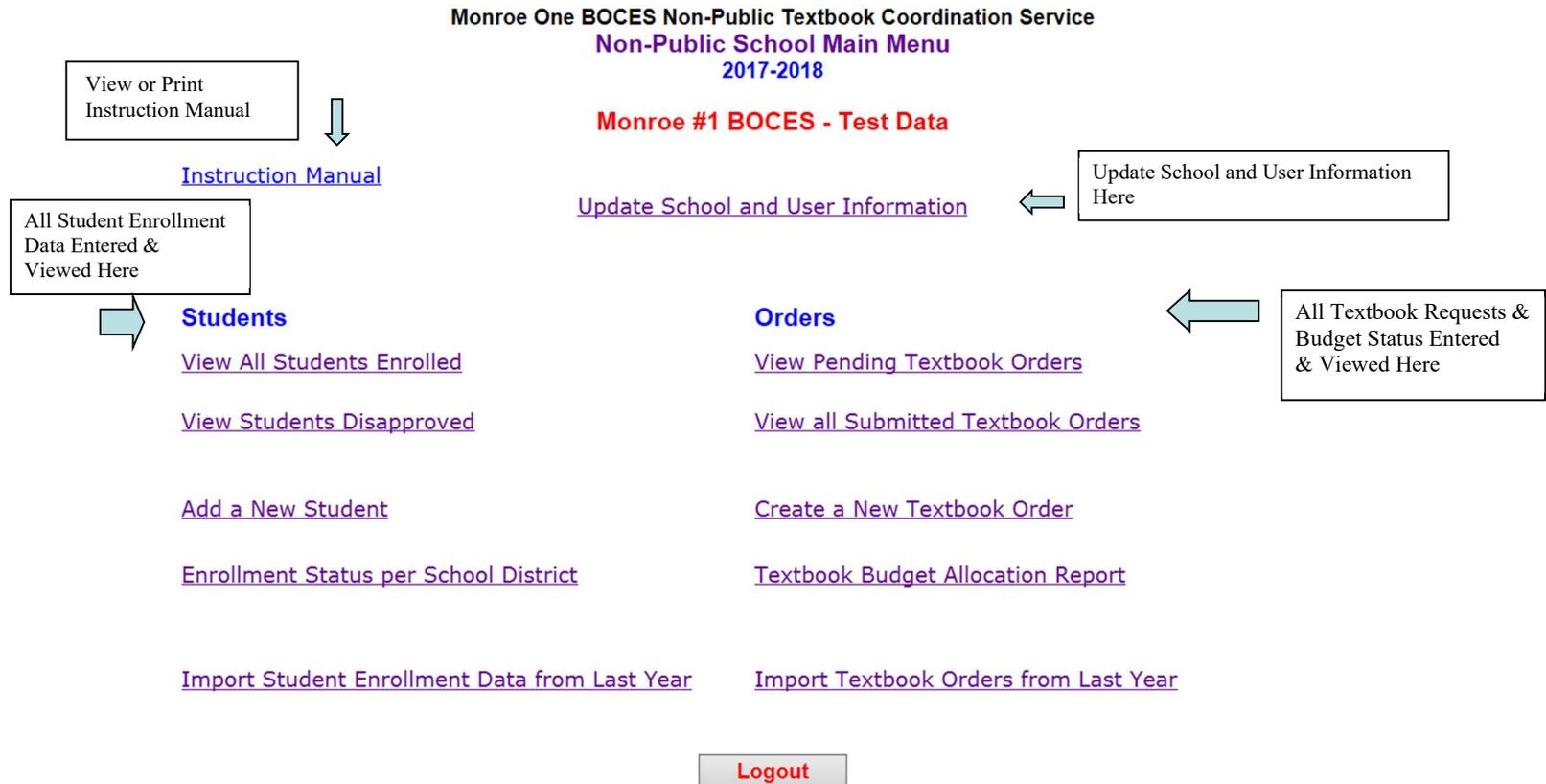
Login



Contact Kathy Altieri, 249-7289
To Establish a New School Account

School Page Main Menu

- Non Public School contact information, student enrollment data & textbook requests are entered & viewed from this menu



Review and Update School Information

- The school administrator is the individual who is authorizing the request of textbooks on behalf of parents & students.
- The primary contact email will be used for communicating with your school. The secondary contact will **not** receive automated messages regarding orders.
- **We deliver textbooks via courier it's important to input summer delivery information in the note section. You may also include any other information that is pertinent. Please include a date with your note.**
- To save updated information, select the **“Update School Information”** button.
- To Request Update Existing Users or Add New Users select the **“Request User Changes”** button.

Monroe One BOCES Non-Public Textbook Service

Non-Public School Page
School Year 2017-2018

[Return to Main menu](#)

School Name: **Monroe #1 BOCES Sample School** ** denotes required field*

*School Administrator: **Steve Orcutt** Grade Range:

*Address Street:

*City: State: Zip Code: Last Update: 05-01-2017

Notes: (Summer delivery instructions.)

Optional: You may have more than one user. The secondary user will have access to input and update records.

Select to Save Changes to School Information

➔

Update School Information

Request User Changes

➔

Select to Request a New User or Update Existing Users

➔

The Primary User will be the main contact for enrollment and textbook order correspondence.

Title	First Name	Last Name	Phone #	Email	Job Title	Primary User	Date Modified	Modified By
	Kathy	Altieri	585-249-7289	kathy_altieri@boces.monroe.edu		Yes	06-22-2016	Kathy Altieri
Dr	Diane Lee	MacSmith	123-3838	dianel_smith@boces.monroe.edu	Programmer		05-01-2017	kathy_altieri

Add or Update User Information

- Use this form to Add a New User or to Edit an existing User. Complete the fields with the new information then select the “Send User Request to Monroe One BOCES” button.
- There is one Primary User. This will be the person who receives emails and correspondence regarding students and textbook requests. Secondary Users will have access to input data
- When updating an Existing User, please briefly describe the changes in the box provided.
- New Users will receive a Login Username and Password via the email address provided.
- You may update your School Administrator on this form as well.

Monroe One BOCES Non-Public Textbook Service
Non-Public School: Monroe #1 BOCES Sample School
2017-2018 School Year
Request User Changes

[Return to Main Menu](#)

	First Name		Last Name
--	------------	--	-----------

*User Name:

Job Title : (optional)

* Email Address:

* Phone #:

* Change Requested:

* Primary Contact:

The Primary User will be the main contact for enrollment and textbook order correspondence.
Please note: Only one Primary User permitted per School.

Describe the changes requested:

New users will receive a username and password via email.

[Send User request to Monroe One BOCES](#)

Must indicate if this is a Primary User: Yes or No



Select User Status: New or Change to Existing



Select to Submit Change Request



Add a New Student

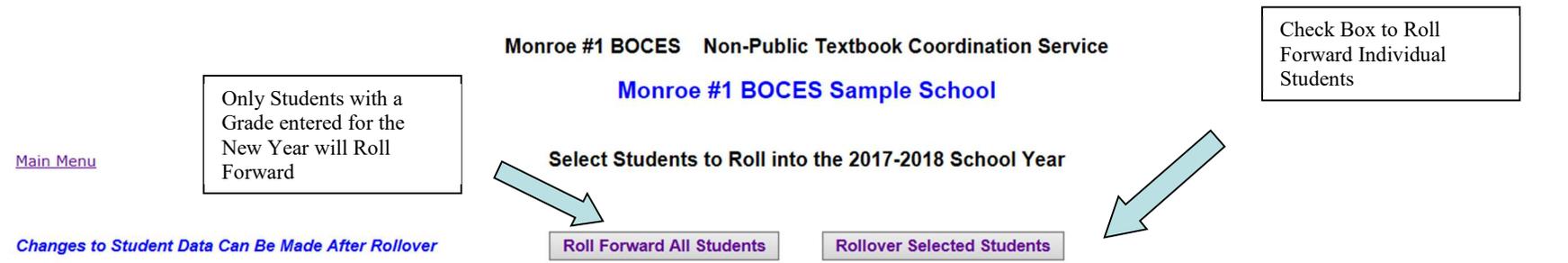
- Select “**Add a New Student**” from the Main Menu and complete the fields with the required student information.
- K-12 only students who have committed to attend your school. Enrollments are accepted throughout the school year.
- **School District of Residence** does not always coincide with the town address. For example: a Penfield address may be a Webster School District student.
- You may wish to remind parents of Kindergarten students, that they must register their choice of school with their home district in order to receive textbook funds.
- Adding a student here automatically saves and submits the student to the district for review. If you need to change any information after adding, go to All Students Enrolled from the Main Menu and select the student name from the list.

Monroe # 1 BOCES Non-Public Textbook Service
Non-Public School: Monroe #1 BOCES
2011-2012 School Year
Add New Student * denotes required field

* School District of Residence:	<input type="text" value="Click To Select"/>	←	See drop down for a list of participating school Districts
Private School Student #:	<input type="text"/> (optional)		
*Student Name:	First Name <input type="text"/> Middle Name <input type="text"/> Last name <input type="text"/>		
*Student Address:	<input type="text"/>	←	Input Student Enrollment Data
*City / Town:	<input type="text"/> State: <input type="text"/> Zip Code : <input type="text"/>		
*Grade:	<input type="text"/> *Date of Birth : <input type="text"/>		
Private School Note to the School District (optional):	<input type="text"/>		
	<input type="button" value="Add and Submit Student to District"/>	←	Adds & Submits a New Student to District for Review
	Return to Main Menu	←	Return to Menu Without Saving Student Data

Import Student Enrollment Data from Last Year

- You may select students who were enrolled at your school last year & roll their District, Student ID, Name, Address, and DOB into the current year. Last years' grade and notations are displayed for your information but are not rolled forward to the new - year. The new year grade is displayed in the column "Grade in 2017-2018". You will need to provide the grade if the field is blank year before rolling over.
- This report may be sorted by **School District, Student Name or Grade** by selecting the column heading
- To select an individual student, check the box in the Roll Over? Column. Look at the Grade for the new year for accuracy. If this is blank, input the correct grade level. Use the **Roll Forward All Students** button to roll all students forward to the new year. Use the **"Rollover Selected Students"** button to transfer individually selected student data to the current year.
- The students rolled forward will be displayed on the All Students Enrolled page as **Returning Student/Not Submitted**. Rollover students are not submitted to the district until "Submit Students" is selected the on the All Students Enrolled page or "Submit to District" button on the Student Edit page. Any necessary address & district changes can be made on the Student Edit page.



<u>School District</u>	<u>Student ID</u>	<u>Student Name</u>	<u>Grade in 2016-2017</u>	<u>Student Address</u>	<u>Date of Birth</u>	<u>Roll over?</u>	<u>Grade in 2017-2018 Required - Input Grade if Blank</u>	<u>Note From School District Private School Note</u>
Test Data Monroe #1	456789	Kashi, Berry E.	3	98 Protien Way Brighton, NY 14618	06/30/04	<input type="checkbox"/>	4	
Test Data Monroe #1		Piper, Peter	11	1412 Pickled Pepper Parkway Fairport, NY 14450	07/15/95	<input type="checkbox"/>	12	
Test Data Monroe #1		Redberry , Special K	7	64 Kellogg Circle Webster, NY 14580	09/30/01	<input type="checkbox"/>	8	
Test Data Monroe #1		Seashell, Sally	K	14 Shore Drive Ocean, NY 15644	01/01/06	<input type="checkbox"/>	1	

[Main Menu](#) [Rollover](#)

Remember to click one of the "Rollover" buttons to copy the students to the new year.

List of All Students Enrolled at Your School for the Current Year

- Students are added to this list by choosing one of these options from the Main Menu: Add a New Student or Import Students from Last Year’s Enrollment.
- Select the student name from the table to make changes to the student data (if the student has not yet been approved). See Edit Student Data on page 10 for more information.
- The Status column indicates where the student is in the verification process. *Student Status*: Submitted = submitted to the district for approval, Returning Student = student rolled in from last year, but not yet submitted to the district. *Approval (District) Status*: Not Submitted, Not Reviewed, Approved or Disapproved.
- Student # is optional and for your use.
- This list may be sorted by **Student Name**, **Grade**, **School District**, **Student Status** or **Approval Status**.
- Students can be submitted to districts for review by either; **1**. Checking the **Submit Box** in the table & then pressing the **Submit Selected Students** button or **2**. Opening the student record by selecting the student name in the table. It’s recommended that you sort on **Student Status** before making your selections. **3**. Use the “**Submit All Returning Students**” button. This only applies to Returning Students and **please review addresses and home district before submitting**.

Monroe One BOCES Non-Public Textbook Coordination Service

Non-Public School: **Monroe #1 BOCES Sample School**

Students Enrolled for 2017-2018 School Year

[Return to Main menu](#)

Select Student Name to Edit
 (address, district, grade etc)

Sort students by **Student Status**
 to help with the selection of
 records to be submitted

To Submit all Returning
 Students to District for
 Review.

Press this button to
 submit selected students
 to the respective Districts

Submit All Returning Students

Submit Selected Students

Student #	Student Name <small>Click to Edit</small>	Grade	School District	Student Status <small>Approval Status</small>	Address	Submit
	Barratone, Barry	11	Test Data Monroe #1 BOCES	Submitted Approved	65 Choir Drive Webster 14580	<input type="checkbox"/>
	Flagg, Madeline	K	Test Data Monroe #1 BOCES	Submitted Not Reviewed	789 Betsy Ross Road Fairport 14550	<input type="checkbox"/>
	Grouch, Oscar	7	Test Data Monroe #1 BOCES	Submitted Disapproved	123 Sesame Street Spencerport 14559	<input type="checkbox"/>
	Potter, Harry	1	Test Data Monroe #1 BOCES	Submitted Not Reviewed	123 Muggle Way Rochester 14607	<input type="checkbox"/>
	Redberry, Special K	8	Test Data Monroe #1 BOCES	Returning Student Not Submitted	64 Kellogg Circle Webster 14580	<input type="checkbox"/>
						<input type="button" value="Submit Students"/>

[Return to Main menu](#)

Edit Individual Student Enrollment Data

- The current verification status of the individual student will be displayed under the Private School Note section. The status indicators are: Returning Student/Not Submitted, Submitted/Not Reviewed, Submitted/Approved & Submitted/Disapproved.
- If the student was rolled in from last year’s enrollment, you will need to [update any address and home district changes](#) before submission to the district.
- If a student is disapproved, the district will usually provide a reason in the note section. Once the issues have been addressed, you may resubmit the student to the appropriate district by selecting the “[Submit to District for Approval](#)” button.
- The “[Save Changes](#)” button does NOT submit the student for verification. You must select the “[Submit to District for Approval](#)” button to send the information to the district.
- Changes may be made to records that have been Submitted/Not Reviewed & Submitted/Disapproved. Changes **cannot** be made to students who have been Submitted/Approved.
- You may delete a student record. Use this if you have entered a student in error. Please do not delete disapproved students.

Non-Public School: **Monroe #1 BOCES Sample School**
[Edit Student Data](#) 2017-2018 School Year

The screenshot shows the 'Edit Student Data' form for a student named Oscar Grouch. The form includes fields for School District of Residence (Test Data Monroe #1 BOCES), Private School Student #, Student Name (First, Middle, Last), Student Address (123 Sesame Street), City/Town (Spencerport), State (NY), Zip Code (14559), Grade (7), and Date of Birth (07-28-2010). A Private School Note to the School District is present: 'Recently moved into the district'. The Student Status is 'Submitted', Modified by 'Kathy Altieri', and Last Update is '05-05-2017'. The District Approval Status is 'Disapproved' with a District Review Date of '05-05-2017'. School District Notes include 'parents need to register'. At the bottom, there are buttons for 'Return to Student List', 'Save Changes', 'Submit to District for Approval', 'Add a new Student', and 'Delete This Student'. Annotations with arrows point to these elements: 'See drop down for list of participating school districts' points to the residence dropdown; 'Student Enrollment Data' points to the name fields; 'Notes from the School District Regarding Student' points to the Private School Note; 'No Changes Saved' points to the 'Return to Student List' button; 'Does NOT Submit to District' points to the 'Save Changes' button; 'Saves Changes & Submits Student for Verification' points to the 'Submit to District for Approval' button; 'Adds & Submits a New Student to District' points to the 'Add a new Student' button; 'Student Verification Status' points to the status information; and 'To Permanently Delete a Student from your Enrollment' points to the 'Delete This Student' button.

View Student Data

- Once a student has been approved by the District, the record will display as “View Student Data” and changes cannot be made by you.
- If you need to make a change to this record, please complete the box labeled “To Request a Change to this Record, Please Make a Note Below” found at the bottom of the screen and press **Submit**. (You may have to scroll down to see this). The note will be sent to me and I will update the record for you. You will see all of the notes submitted for this student record displayed at the bottom of the page.

Non-Public School: **Monroe #1 BOCES**

[View Student Data](#) 2011-2012 School Year

This Student has been Approved - To request a change to this record, please scroll down and complete the box at the bottom of this page.

School District of Residence: **Monroe # 1 BOCES**

Private School: **Monroe #1 BOCES**

Private School Student #

Student Name:

Student Address:

City / Town: State: Zip Code :

Grade: Date of Birth:

Private School Note to the School District:

Student Status: **Submitted** Modified by: **Kathy Altieri** Last Update: **Apr 08 2011**

District Approval Status: **Approved** District Review Date: **Apr 08 2011 11:38AM**

School District Notes:

[Return to Student List](#)

To Request a Change to this Record, Please Make a Note Below:

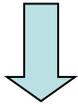
Note to Monroe 1 Boces:

Date	Submitted By	Note
Mar 28 2012	Monroe #1 BOCES - Kathy Altieri	Please correct spelling of name should be Barry

List of Disapproved Students

- This list will include all students who have been disapproved by the district & therefore not eligible for textbook funds.
- You may edit and resubmit the individual student data by selecting their name on the list
- The number of students disapproved will display on the Main Menu

Select Student to update and resubmit Student for District Review



Monroe #1 BOCES Non-Public Textbook Coordination Service

Non-Public School: Monroe #1 BOCES

2011-2012 School Year

Students Submitted who have been Disapproved by the School District

Last Name (Click to Edit)	First Name	Grade	School District	Approval Status	Reason for Disapproval Private School Note
Fanning	Dakota	8	East Irondequoit	Disapproved	not registered here Just moved to this district

[Return to Main menu](#)



School District Notes
Displayed in Black –

Private School Note to the
District Displayed in Blue

Student Enrollment Status Report

- This report provides details of the enrollment status of all the students you have entered to your school records & the textbook budget anticipated and approved.
- The columns are defined as follows: *Students Not Submitted* = students rolled in from last year but not yet submitted to the district; *Total # Students Submitted to Districts* = all students submitted for review (does not include students not submitted); *Students Awaiting District Review* = students submitted but not reviewed by the district; *Students Approved* = students submitted, reviewed & approved for textbook funds; *Students Disapproved* = students submitted, reviewed & disapproved (no textbook funds allocated) *Budget Available Pending Student Approval* = students awaiting district review multiplied by the NYS textbook aid of \$58.25 per student; *Budget Approved* = students approved multiplied by the NYS textbook aid.
- There are links at the bottom of the report to [View All Students Enrolled](#) and [View Students Disapproved](#) for ease of accessing individual student data.

Monroe #1 BOCES Non-Public Textbook Coordination Service

Non-Public School: Monroe #1 BOCES

2011-2012 School Year

Student Enrollment Status

Free Form Ship

Public School	STUDENTS NOT SUBMITTED	Total # Students Submitted to Districts	Students Awaiting District Review	Students Approved	Students Disapproved	Budget Available Pending Student Approval	Budget Approved
Brighton		1		1			58.25
East Irondequoit	1	4	2	1	1	116.50	58.25
Fairport		1	1			58.25	
Webster		1	1			58.25	
GRAND TOTALS	1	7	4	2	1	233.00	116.50

[View All Students Enrolled](#)

Students Rolled Forward from Last Year Not Yet Submitted to the District



All Students Submitted to Districts



Students Pending District Review



[Return to Main Menu](#)

Students Approved for Textbook Funds



As of: 04/06/11

Students Disapproved by the District



Students Awaiting Review x \$58.25 = Budget Pending



Approved Students x \$58.25 = Available Budget

[View Students Disapproved](#)



Create a New Textbook Order

- Select this from the Main Menu or from the Pending Orders and Orders Submitted web pages to create a new textbook request for the current school year
- Complete the form with the requested information; Course, Title, ISBN, Book Type and Vendor Name are required fields.
- Please provide a complete textbook title description. For example: Handwriting Opens the Door to Communication Level 4, instead of Handwriting. Please provide the 13 digit ISBN in place of the 10 digit when possible. Provide a current price. Please use the Note Section for subscription information & any information pertinent to pricing or ordering. The Note Section may be used for your own notes as well. **Use the TAB key to enter quantity needed per District.**
- To add this request to the Pending Orders list, select the **Save This Textbook Request** button located below the District list. Or if all required information is complete the **Enter Key** will save the request to Pending Orders. You may edit the request from the Pending Orders List if changes are needed before submitting.
- Ineligible Textbook Materials include: religious content, teacher materials, materials in kit form, review books, fiction novels, etc. Please reference our webpage <http://www.monroe.edu/nonpublictextbook> or the NYSED page <http://www.p12.nysed.gov/nonpub/handbookonservices/textbookloan.html> for further information

Create a New Textbook Order

[Return to Pending Orders](#) [Return to Main menu](#)

Non-Public School: **Monroe #1 BOCES Sample School**

*Course: Grade Level:

*Complete Title:

Copyright Year: Edition:

*ISBN: Current Price: per book

*Type of Product: Digital Access Length:

*Vendor Name:

Notes:
required field * denotes

District	# Books to Order	Cost per District for this Textbook Order	District	# Books to Order	Cost per District for this Textbook Order
Brighton	<input type="text"/>	<input type="text"/>	Palmyra-Macedon	<input type="text"/>	<input type="text"/>
Canandaigua	<input type="text"/>	<input type="text"/>	Penfield	<input type="text"/>	<input type="text"/>
Churchville-Chili	<input type="text"/>	<input type="text"/>	Pittsford	<input type="text"/>	<input type="text"/>
East Irondequoit	<input type="text"/>	<input type="text"/>	Rush-Henrietta	<input type="text"/>	<input type="text"/>
East Rochester	<input type="text"/>	<input type="text"/>	Spencerport	<input type="text"/>	<input type="text"/>
Fairport	<input type="text"/>	<input type="text"/>	Victor	<input type="text"/>	<input type="text"/>
Hilton	<input type="text"/>	<input type="text"/>	Webster	<input type="text"/>	<input type="text"/>
Honeoye Falls-Lima	<input type="text"/>	<input type="text"/>	West Irondequoit	<input type="text"/>	<input type="text"/>
		<input type="button" value="Save this Textbook Request"/>	Order Totals	<input type="text" value="0"/>	<input type="text" value="0"/>

To Add this Request to the Pending Orders List

Please Note: Use the Tab Key to move from field to field

Import Textbook Orders from Last Year

- You may select textbook order information from last year to roll forward into the current year.
- This list displays all the requests entered last year. When a textbook order is Imported from Last Year, a new order # will be created & all textbook information will be brought forward, **except** Current Price, Number of Books Requested. Textbook orders may be rolled forward multiple times as needed.
- This report may be sorted by **Order #**, **Course**, **Grade**, **Title** or **Vendor** by selecting the column heading.
- To select a textbook order, check the box in the Roll Over? column. You must press the “**Rollover**” button to transfer textbook data to the current year. A new textbook order # will be displayed on the Pending Orders list, with a blank Total Cost. Imported Textbook Requests are not able to be submitted until completed with a current price & quantity of books needed.

Monroe One BOCES Non-Public Textbook Service

Monroe 1 BOCES School

Orders Available for Rollover from: 2017-2018

[Return to Main menu](#)

Import of Textbook Information is NOT complete until you select ROLLOVER button

Roll Over Selected Titles

Order #	Course	Grade	Title	CopyR Year	Edition	ISBN	Type	Vendor	Old Price	Rollover ?
14404	ALGEBRA	10	ALGEBRA I ALL IN ONE STUDENT WORKBOOK	2007	GR 9	9780131657182	Book	Follett School Solutions	7.50	<input type="checkbox"/>
14626	Social Studies	7	AMERICAN HISTORY OF OUR NATION: ADAPTED INTERACTIVE READING & NOTETAKING STUDY GDE	2011		9780132516969	Workbook	Follett School Solutions	11.47	<input type="checkbox"/>
14420	ELA	6	Grammar, Usage and Mechanics Gr 6	2016		9781453112106	Workbook	Zaner Bloser	14.49	<input type="checkbox"/>
13757	Math	1	HOUGHTON MIFFLIN MATH GR 1	2007	GR 1	9780618590919	Book	Follett School Solutions	50.00	<input type="checkbox"/>

check this box to select orders to roll forward

View Pending Textbook Orders

- This is a list of textbook orders that have been created either by importing a textbook from last year or by using the “[Create a New Textbook Request](#)” button located above the table or from the Main Menu.
- These textbook requests have **not** been submitted to Monroe #1 BOCES for processing. Requests on this list may be edited or deleted as needed by selecting the individual order number from the first column in the table.
- [Textbook requests that have been imported from last year will need to be updated with a current price & quantity.](#)
- When a textbook request is complete with a total cost, a [Submit](#) function will appear. You may submit orders individually, by clicking the [Submit](#) function within the table or you may select the [Submit All Pending Orders Above](#) button located under the table. The [Submit All](#) will only submit completed requests. Incomplete requests will remain on the list and not processed.
- This table may be sorted by [Textbook Title](#) or [Grade](#) by selecting the column heading.
- You may view textbook orders that have been submitted using the link at the top left corner of the webpage.
- To view the current textbook budget status, select the [View Budget Allocation](#) button located under the table. Please do not submit orders in excess of the anticipated textbook budget on a per District basis.

[View Orders Submitted](#)

Monroe #1 BOCES

[Return to Main menu](#)

Pending Order List

School Year 2011-2012

[Create a New Textbook Request](#)

Select Order #
to Edit this
textbook request

(These Orders May Be Changed)

Ord # Click to edit	Textbook Title	Grade	Total # of Books	Total Cost	Submit This Order	Brighton	Canandaigua	Church Chili	East Irondeq	East Roch	Fairport	Hilton	Hon Falls Lima	Penfield	Pittsford	Rush Hen	Spencerpt	Victor	Webster
1733	Another Priceless book	12	4	12.00	Submit		6.00				6.00								
1725	Testing Program Changes for the Millenium	12	87	870.00	Submit	50.00	10.00	330.00	40.00	10.00			140.00	100.00	120.00	10.00	60.00		
1734	Spelling connections	6																	
1731	Priceless book	8	10	50.00	Submit	45.00							5.00						
Total of Pending Orders				\$932.00		\$95.00	\$16.00	\$330.00	\$40.00	\$10.00	\$6.00	\$0.00	\$145.00	\$100.00	\$120.00	\$10.00	\$60.00	\$0.00	\$0.00

This request was imported from last

[Submit all Pending Orders Above](#)

[View Budget Allocation](#)

Note: You may submit order individually by clicking the word SUBMIT in the table above or Submit all pending orders by clicking the "Submit All Pending Orders Above" button

Edit a Textbook Request

- From the Pending Orders List, open the textbook request by double clicking the order number in the left column. The request Status may be Pending (request created by not submitted for processing) or Rollover (request imported from last year data not yet submitted for processing)
- You may update textbook information (**pending orders only**), notes & quantities to be ordered. Save your changes by selecting the **Save this Textbook Request** button located under the school district section. Saving does NOT submit the request. It will remain pending until you submit it from the Pending Orders Table. **NOTE: You cannot change textbook title, ISBN, copyright or book type on orders Rolled Forward from last year, instead create a new textbook request with the correct information**
- Please include any information pertinent to the ordering process in the Note Section. You may use this section for your own notes as well.
- To delete a pending request, use the **Delete this Textbook Request** button located under the Note Section.

Edit this Textbook Request

2017-2018 School Year

[Pending Orders](#)

Non-Public School: **Monroe #1 BOCES Sample School** Request ID #: **13517**
 Date Entered: Status: **Pending**
 *Course: Grade Level:
 *Complete Title:
 Copyright Year: Edition:
 *ISBN: *Current Price \$ per book
 *Type of Product: Digital Access:
 *Vendor Name:
 Notes: * denotes required field



Status: Pending (created not submitted) or Rollover (imported not submitted)

To Delete this Request



District	# Books to Order	Cost per District for this Textbook Order	District	# Books to Order	Cost per District for this Textbook Order
Brighton	<input type="text"/>	<input type="text" value="0.00"/>	Palmyra-Macedon	<input type="text"/>	<input type="text" value="0.00"/>
Canandaigua	<input type="text"/>	<input type="text" value="0.00"/>	Penfield	<input type="text"/>	<input type="text" value="0.00"/>
Churchville-Chili	<input type="text"/>	<input type="text" value="0.00"/>	Pittsford	<input type="text"/>	<input type="text" value="0.00"/>
East Irondequoit	<input type="text" value="1"/>	<input type="text" value="25.00"/>	Rush-Henrietta	<input type="text"/>	<input type="text" value="0.00"/>
East Rochester	<input type="text"/>	<input type="text" value="0.00"/>	Spencerport	<input type="text"/>	<input type="text" value="0.00"/>
Fairport	<input type="text"/>	<input type="text" value="0.00"/>	Victor	<input type="text" value="4"/>	<input type="text" value="100.00"/>
Hilton	<input type="text"/>	<input type="text" value="0.00"/>	Webster	<input type="text"/>	<input type="text" value="0.00"/>
Honeoye Falls-Lima	<input type="text"/>	<input type="text" value="0.00"/>	West Irondequoit	<input type="text"/>	<input type="text" value="0.00"/>
		<input type="button" value="Save this Textbook Request"/>	Order Totals	<input type="text" value="5"/>	<input type="text" value="\$125.00"/>



Please Note: Use the Tab key to move from field to field.

To Save this Request to the Pending Orders List



View All Submitted Textbook Orders

- This is a list of all textbook requests that have been submitted to Monroe #1 BOCES for processing.
- Individual textbook requests may be viewed by selecting the **Order #** from the first column in the table. Submitted requests cannot be changed. If you need to adjust a submitted request, please email Kathy_Altieri@boces.monroe.edu with the order # & the adjustments that are required.
- You may create a new request by selecting the **Create New Textbook Request** button located under the table. The new request will display on the Pending Orders Table. See **View Pending Orders** link in the top left corner of the webpage
- The table may be sorted by **Order #, Title or Grade** by selecting the column heading.
- The totals in this table include submitted orders only & do not include pending or cancelled requests.
- Please see the **View Budget Allocation** for remaining textbook funds available per District.
- Requests that have been cancelled will display in red at the bottom of the list. The quantity & price will display but the costs will not be included in the District totals for budget calculation purposes.

Monroe # 1 BOCES Non-Public Textbook Service
 Submitted Orders 2011-2012 School Year

[View Pending Orders](#)

[Return to Main menu](#)

Monroe #1 BOCES

SUBMITTED TEXTBOOK ORDERS School Year 2011-2012:
 (Click on Order # to view details)

Order #	Title	Grade	# Books	Price	Total Cost	Brighton	Canan - daigua	Churchv. Chili	East Iron	East Roch	Fairport	Hilton	Honeoye Falls Lima	Penfield	Pittsford	Rush Henriet	Spencrpt	Victor	Webster	West Iron
3629	Basics of Excel	14	110	100.00	11000.00	100.00	200.00	300.00	400.00	500.00	600.00	700.00	800.00	900.00	1000.00	1100.00	1200.00	1300.00	1400.00	500.00
3630	Basics of Excel	14	46	100.00	4600.00		100.00											100.00	4400.00	1000.00
3652	Science for Third Grade	3	13	15.00	195.00	15.00	30.00											150.00		150.00
1964	Test Book order - Diane	1	1	9.00	9.00											9.00				
Total of Submitted Orders					\$15804	\$115	\$330	\$300	\$400	\$500	\$600	\$700	\$800	\$900	\$1000	\$1109	\$1200	\$1550	\$5800	\$1650

Select Order # to View this textbook request



[Create a New Textbook Request](#)

[View Budget Allocation](#)

Textbook Budget Allocation Report

- This report displays the textbook budget approved & pending approval against submitted & pending textbook orders by district. See column definitions under the table below.
- This table can be used as a tool as you create textbook requests. In the beginning of the order entry process the Remaining Approved Budget figures will reflect a negative balance until the school districts have reviewed the student enrollment you have submitted. However, the Remaining Approved and the Budget Pending Approval per district added together should not exceed the textbook orders completed. Textbook orders that exceed the approved budget will be removed.
- To review the current student verification status: Return to the Main Menu and select Enrollment Status per School District.

Monroe #1 BOCES Non-Public Textbook Coordination Service

Non-Public School: **Monroe #1 BOCES**

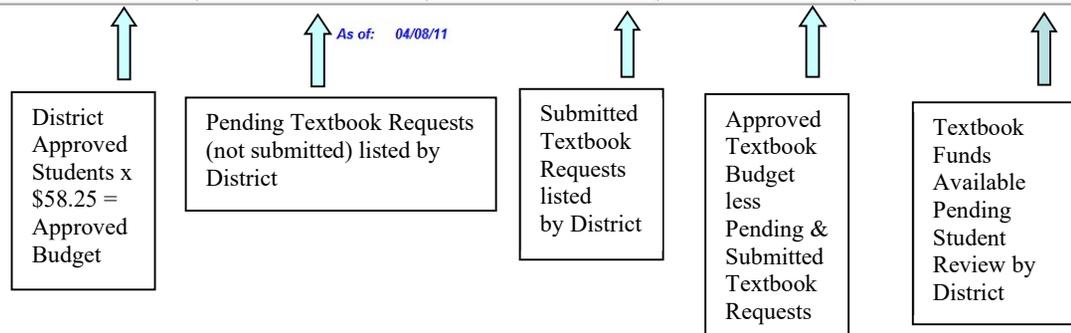
2011-2012 School Year

Textbook Budget Allocation

[View Pending Orders](#)

[Return to Main Menu](#)

Public School District	Approved Budget	Pending Textbook Orders	Completed Textbook Orders	Remaining APPROVED Budget	Budget Pending Student Approval
Brighton	174.75	60.35	44.51	69.89	
Canandaigua	116.50	6.00	68.53	41.97	
Churchville-Chili	116.50	3.00	97.55	15.95	
East Irondequoit	116.50	68.70	86.57	(-38.77)	58.25
East Rochester	116.50	45.35	40.59	30.56	
Fairport	116.50	6.00	74.61	35.89	
Hilton	116.50		93.63	22.87	
Honeoye Falls-Lima	58.25		44.02	14.23	
Penfield	174.75		18.04	156.71	
Pittsford	58.25		57.06	1.19	
Rush-Henrietta	116.50		111.08	5.42	
Spencerport	58.25		45.10	13.15	
Victor	58.25		54.12	4.13	
Webster	174.75		83.14	91.61	
GRAND TOTALS	1,572.75	189.40	918.55	464.80	58.25



Website and Contact Information



www.monroe.edu/nonpublictextbook

You may wish to bookmark this site for easy access

To Log into your school account, go to this site and select Log-in from the Links for Private Schools or select Request Textbook Materials from the list and Log-in from there.

Contact Information

Monroe One Educational Services
Kathy Altieri, Non-Public Textbook Coordinator
15 Linden Park
Rochester, NY 14625

585-249-7289 Monday – Friday 9am – 1pm
585-249-7809 Fax
Kathy_Altieri@boces.monroe.edu

Katie Bertrand, Director of Library, Media Services & the Arts
585-249-7219
Katie_Bertrand@boces.monroe.edu



Thank you and looking forward to working with you!