NEBRASKA
DEPARTMENT OF EDUCATION

2016/17 Annual Timeline/Sequence of Events for the Textbook Loan Program (Rule 4)

[For book distributions in the 2017/18 school year]

DATES (No Later Than)	EVENTS
November 15, 2016	☐ Each district shall have local rules and regulations for the distribution of textbooks and the management of funds for the loan program. ☐ Each district shall generate a list of textbooks designated for use in their school district during the current year, and any textbooks anticipated for use the next school year. If new textbook titles are selected by the public school district after this date and before January 15, notify non-public school parents of their availability. ☐ Each district shall have available in the central administration offices a copy of the textbook list for inspection by eligible parents or legal guardians. If your public school district makes a decision to acquire new texts and the decision was made after November 15 and before January 15, notify the non-public school parents that the textbook list has been amended and the added books are eligible for requisition. ☐ Provide, at a reasonable cost, reproductions of the textbook list, Application for Loan of Textbooks (NDE #22-001, Appendix A) and Authorized Parent Representative Form (NDE #22-0004, Appendix D).
January 15, 2017	☐ The last day for school districts to receive applications for textbook loans from eligible parents or legal guardians for use during the following school year. (Limit of 10 textbooks per student in grades K-6 and 8 textbooks per student in grades 7-12.) (Use Form NDE #22-001, Appendix A.)

DATES (No Later Than)	EVENTS
February 15, 2017	☐ Each district that received textbook application(s) from parents or legal guardians shall make application for funds from the Department of Education on the designated Form NDE #22-003 (Appendix C) no later than February 15. Applications received after that date **<u>will not</u>** be processed. ☐ Submit the completed/signed Appendix C and attachment* by either: • Emailing a scanned copy to beth.bolte@nebraska.gov, or • Mailing to: Nebraska Department of Education School Finance & Organization Services 301 Centennial Mall South, PO Box 94987 Lincoln, NE 68509-4987 **A listing of the titles of each textbook requested, the number of copies of each textbook requested, and the cost per textbook to the school district must be attached.* ☐ Funds requested should be only for textbooks that the school district must purchase beyond what can be supplied from the accumulated textbook loan program inventory.
March 15, 2017	☐ Nebraska Department of Education will distribute available funds to school districts. Proration will be necessary if requests exceed available funds.
August, 2017	☐ Ten days prior to the beginning of public school classes, the school district shall notify parents, guardians, or Authorized Parent Representatives in writing, where and when textbooks will be available. (Use Form NDE #22-002, Appendix B.) A parent representative may pick up textbooks for multiple families if the Authorized Parent Representative Form (NDE #22-0004, Appendix D) has been filed with the school district. The parent representative cannot be an employee or official of the non-public school.
June, 2018	☐ Parents, legal guardians or Authorized Parent Representatives shall return textbooks to the place from which they were received within 15 days after the close of the public school year classes. Reimbursement for damaged or lost books should be collected at this time.

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