

Childress Independent School District Textbook Order Form Instructions

Step 1:

Survey your staff to see what needs may be present for the upcoming school year due to changes in class size, a newly adopted text, damages, or loss

Step 2:

Complete the pdf order form with any textbooks or consumables needed including the Grade level, Subject, Title, Publisher, ISBN (in either form), Quantity, and if the item is consumable or a textbook

Step 3:

Save and attach your completed form in an email to the textbook coordinator no later than the 3rd Friday of May.

Please note, that EMAT keeps an inventory of all books in CISD. We are allowed to order up to 103% of CISD's current enrollment for that subject and grade level for newly adopted materials, and 105% for continuing adopted materials.

Surplus, worn out, damaged or lost textbooks should be reported to the district textbook coordinator immediately upon discovery.

