

LEA Textbook Forms Overview

Form #	Form Title	Description	Format	Function/Action	Due Date
ED-5099	<i>Report of Local Textbook Adoption</i>	Document created by Tennessee Book Company, used to assist Tennessee Book Company regarding planning for ordering textbooks and instructional resources.	Excel Document	Hosted on Tennessee Book Company Site	April 15, annually
TB-Form I	<i>Categories to Be Bid</i>	A listing of the subjects to be considered for bid for the adoption cycle.	PDF Document	For reference	None
ED-4091	<i>Textbook Coordinator Update</i>	Provides the contact information for the local textbook adoption coordinator(s).	Online Form	Update of contact information for the textbook coordinator(s) and anyone who is to receive information regarding textbooks and instructional resources.	Completed by August 31 (annually) or as needed if changes occur at the LEA
ED-2150	<i>Director of Schools Record of Names and Qualifications of Members of Local Textbook Selection Committees</i>	A listing of the review committee members with contact information.	PDF Document	Remains in Office of the Director of Schools. TDOE does not need a copy of this completed form.	October – November, annually
ED-2152	<i>Certification of Compliance</i>	Stating compliance to TC 49-3-310 (4) (A) "... The director of schools and the chair of the board of each LEA shall certify to the commissioner on or before October 15 of the current school year that all children enrolled in that LEA have been furnished all required textbooks, as determined by the commissioner"	Online Form	Submitted to TDOE	October 15, annually
ED-2153	<i>Certification of Adoption by Local Board of Education</i>	Certification of the adoption by the local board chairman and director of schools	PDF Document	Original Scanned Copy to TDOE	April 15, annually
ED-2154	<i>Report of Local Adoption of Textbooks</i>	The list of the books selected for adoption by the local review committee and approved by the local school board.	Word Document	Remains in office of the director of schools. It is used in conjunction with	April 15, each year for the current adoption cycle

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				ED-5099 as an attachment for the certification of the reviewers. Copy sent to Tennessee Book Company	
ED-5196	<i>Report of Local Adoption of Textbooks Not on Contract</i>		PDF	Original Scanned Copy to TDOE	On or before April 15, annually
ED-2168	<i>Request for Review Samples</i>	Provides a list of adopted books from which the LEA can order samples. Requested samples must be returned to publisher unless noted by publisher.	Excel Document (Hosted on Tennessee Book Company's website)	TDOE does not need a record of this. LEAs should keep a record as needed.	November, annually