



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

Nonpublic Textbook Program Recommended Timeline

TASK/ACTIVITY	TIME FRAME
1. The school district consults with the nonpublic schools located within its boundaries to understand textbook needs for the upcoming school year. For planning purposes, the district can use the previous year's nonpublic textbook entitlement amount as an estimate for the upcoming school year.	By the end of May
2. The district prepares the textbook purchase order (to be approved once the textbook funds are received in July) using the previous year's nonpublic textbook entitlement amount, or an estimate of \$50.00 ¹ per student, and the nonpublic school count from the <i>Nonpublic School Enrollment Report</i> . Nonpublic schools may use the NJDOE form , to indicate the current number of desired textbooks and their titles/vendors.	By the end of June
3. NJDOE supplies entitlement figure to the district.	Mid-July
4. The district informs the nonpublic schools of the State allocation received for each school, and adjusts the textbook order accordingly.	Last week of July
5. The district obtains the necessary approvals and submits the purchase order with the expectation that delivery will take place prior to the start of school.	By the end of July
6. The district arranges for pick up or delivery to the nonpublic schools.	Prior to the start of school

¹ \$50.00 is lower than the average per pupil dollar amount anticipated in the entitlement.