



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

Nonpublic School Services Best Practices for the Timely Provision of Textbooks to Nonpublic Schools Updated June 20165

The late delivery of textbooks provided through the nonpublic textbook program is a common complaint among nonpublic schools. The major factors that cause the late delivery are the State's annual budget timetable, and the local district's purchasing policy. In light of the fact that districts do not receive State nonpublic textbook funds until the third week of July, the timeliness of placing orders and obtaining authorization for purchases are critical issues. In an effort to facilitate and expedite this process, the Office of Nonpublic School Services recommends consideration of the following procedures for districts:

1. Consult with the district's nonpublic school(s) by the end of May 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.
2. By the end of June, prepare the textbook purchase order (to be approved once the textbook funds are received in the third week of July) using the previous year's nonpublic textbook entitlement amount, or an estimate of \$50.00¹ per student, and the nonpublic school count from the *Nonpublic School Enrollment Report*. The NJDOE has created a [form](#), available on the NJDOE website, for nonpublic schools to use to indicate the current number of desired textbooks and their titles/vendors.
3. Upon receipt of the funds from NJDOE in the third week of July, inform the nonpublic school administrator(s) of the actual State allocation received for the nonpublic school, and adjust the textbook order accordingly. Note: In calculating the number of textbooks to order, the board need not be limited by the number used to determine the State allocation for each nonpublic school (which was based on the student count from the previous school year). Rather, it is the State funding allocation for each nonpublic school and the nonpublic school's current need that will determine the number of textbooks to purchase.
4. By the end of July, obtain necessary approvals and submit the purchase order with the expectation that delivery will take place prior to the start of school.
 - Districts should consult with their attorney/solicitor to determine whether the Public School Contracts Law applies to the purchase of nonpublic textbooks, and to determine the requisite approval for the purchase of nonpublic textbooks.

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



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5. The board of education is responsible for receipt of the textbooks from the vendor and inventory of such textbooks. However, if the board and the nonpublic school administrator agree, the textbooks may be delivered directly to the nonpublic school since this typically results in a more timely delivery of the textbooks to the nonpublic school.

For additional information on the nonpublic textbook program, please see [The New Jersey Nonpublic School Textbook Program Guidelines](#).