



# Textbook Distribution Procedures

Good Afternoon Parents/Guardians,

We will not be providing traditional paper textbooks to every student. **As Part of this E-Learning experience, it is expected that students use the online textbooks rather than the traditional paper textbooks.** Exceptions will be made for students who are part of special educational programs. Once a textbook request form is completed, a process for approval will take place. If approved, and you are unable to pick-up the Textbooks on the date below, please contact us at (754) 323-4308 to make alternative arrangements. Please see below for detailed instructions and guidelines you will need to follow when picking up your textbook(s).

## Distribution Dates

**All Grade Levels**

**Friday, September 18<sup>th</sup>  
9:00 a.m. – 3:00 p.m.**

## Textbooks Forms

**All parents requesting physical textbooks, MUST fill out the form below:**

[6<sup>th</sup> grade](#)

[7<sup>th</sup> grade](#)

[8<sup>th</sup> grade](#)

## Detailed Instructions and Guidelines

- 1.- Click on Textbook Request Form link and complete by **Friday, September 11<sup>th</sup>, 11:59 p.m.**
- 2.- Print out Textbook Request Form for your records and bring it with you to the school.
- 3.- Your request will then go through the approval process. You will receive a notification via email by Monday, September 14<sup>th</sup>

*\*Please note the following: If an obligation exists, it will need to be settled before you come to the school to pick up a new textbook. To pay your obligation(s) online, please use this link: <https://osp.osmsinc.com/browardfil/>*

- 4.- Once approved, you will need to report to STMS for Textbook pick-up on September 18<sup>th</sup> between 9:00 a.m.- 3:00 p.m.
- 5.- Enter the school using the 184<sup>th</sup> Street entrance. The gate will not be open prior to 8:30 a.m.
- 6.- Parking will be in the West side lot off 184<sup>th</sup> Street.
- 7.- Please follow Center for Disease Control (CDC) guidelines, wear a mask and practice physical distancing.
- 8.- You must present your driver's license and textbook form to Security personnel as you enter the campus in your car.
- 9.- Wait for Security to direct you and then follow the designated signs to proceed to Room 268A next to the gymnasium.
- 10.- Stop at the table outside Room 268A, you will again need to present textbook form to receive your textbooks. These will be scanned to the student's name.

### **REMINDER:**

All visitors must adhere to the Center for Disease Control's (CDC) guidelines, wear mask and practice physical distancing.