

REQUEST FOR PARTIAL EXCHANGE OF INSTRUCTIONAL MATERIALS

South Carolina Department of Education, State Textbook Office
 301 Greystone Blvd., Suite 150, Columbia, South Carolina 29210
 Phone: 888-202-3953; Fax: 888-206-8330

Section 4 of the “Rules and Regulations for Free Textbooks”: State Board of Education states, “Schools shall not return books presently on the state adopted list to be exchanged for other titles or series, except **limited** changes that are justified by variations in student achievements. **The exchange cannot exceed 25% of any one title or series.** Notification of approval or denial will be sent to you by fax or mail.

District _____ Contact Person _____
 School Name _____ Phone Number _____
 BEDS School Number _____ Fax Number _____

Title of Instructional Materials	Code Number	Quantity
Title to be exchanged:		
Replacement Title:		
Title to be exchanged:		
Replacement Title:		

Justification

 Principal’s Signature

 Date

INSTRUCTIONAL MATERIALS SECTION USE ONLY

BEDS School Number: _____

Total school inventory of title to be exchanged ➡ _____
 Returns of same title from prior year(s) ➡ _____
 Used book inventory currently in warehouse ➡ _____
 Cost of exchange ➡ _____

Exchange Approved <input type="checkbox"/>	Exchange Denied <input type="checkbox"/>
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Explanation

Schools are required to fax or mail a copy of a Return Form (IMS 04) to IMS prior to returning any materials.

 Manager’s Signature

 School Notification Date