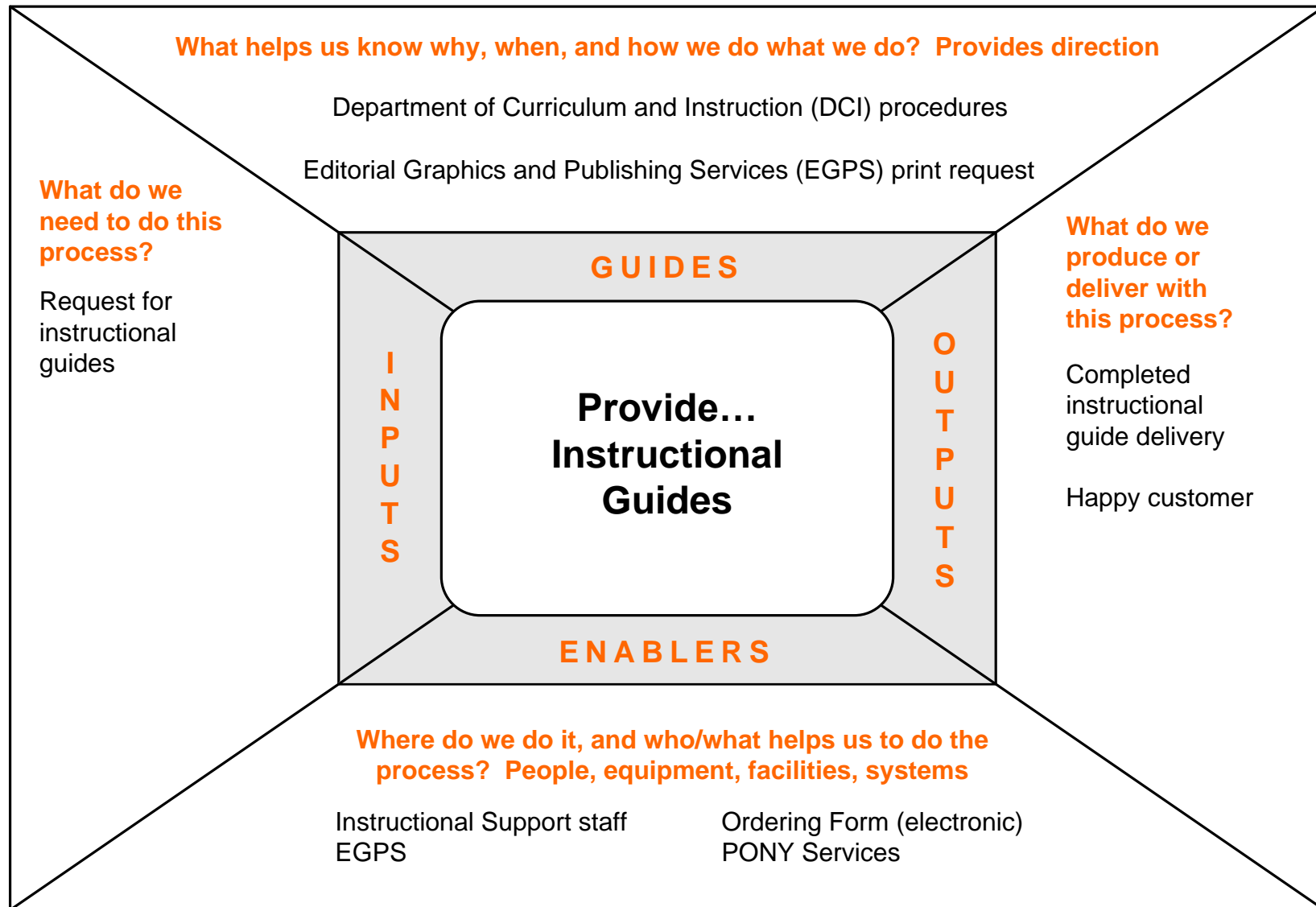


Process Begins when

Request for instructional guide is received

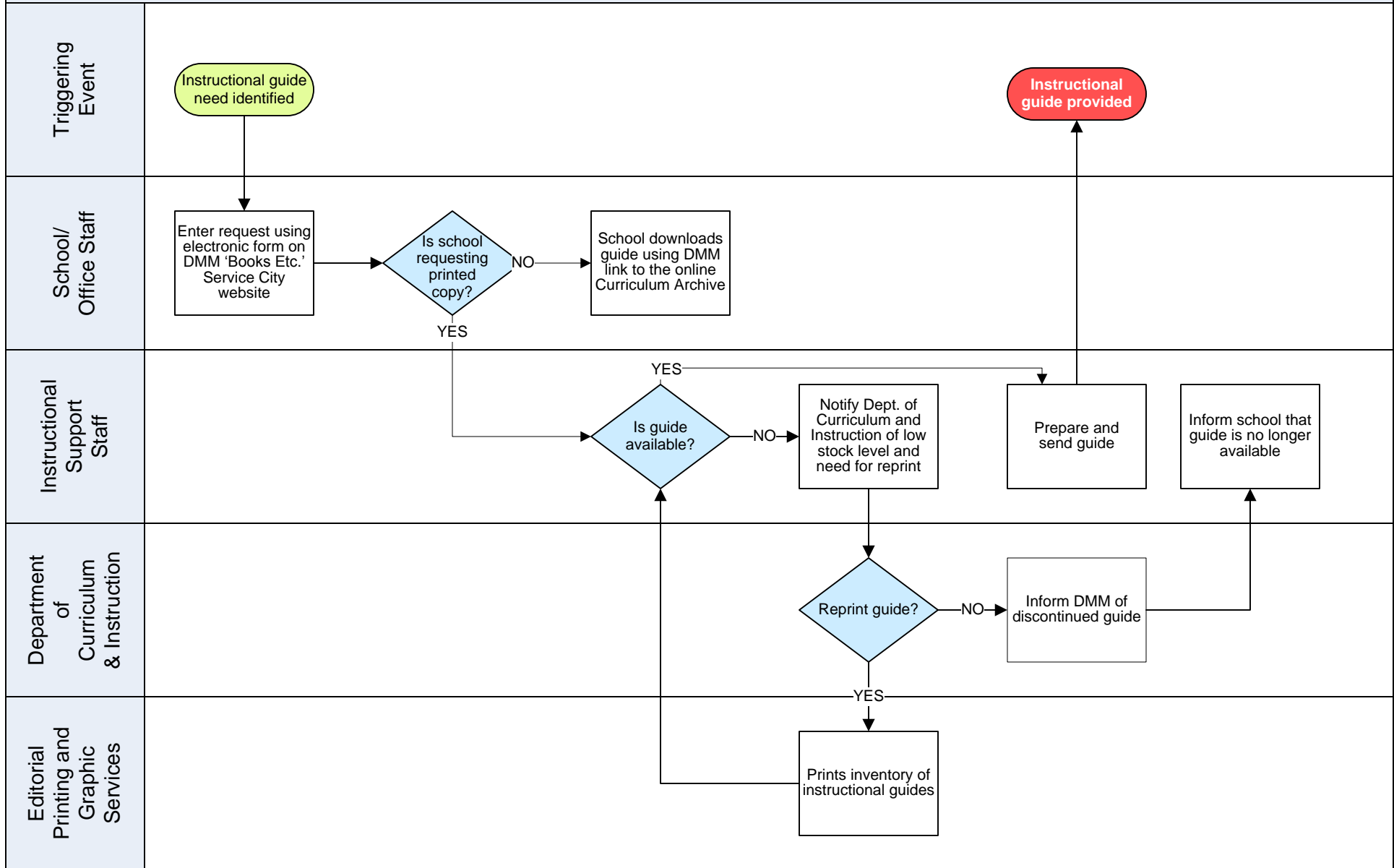
Process complete when

Instructional guide is delivered to customer



To Key Process

Instructional Support Services – Instructional Guide Ordering Process

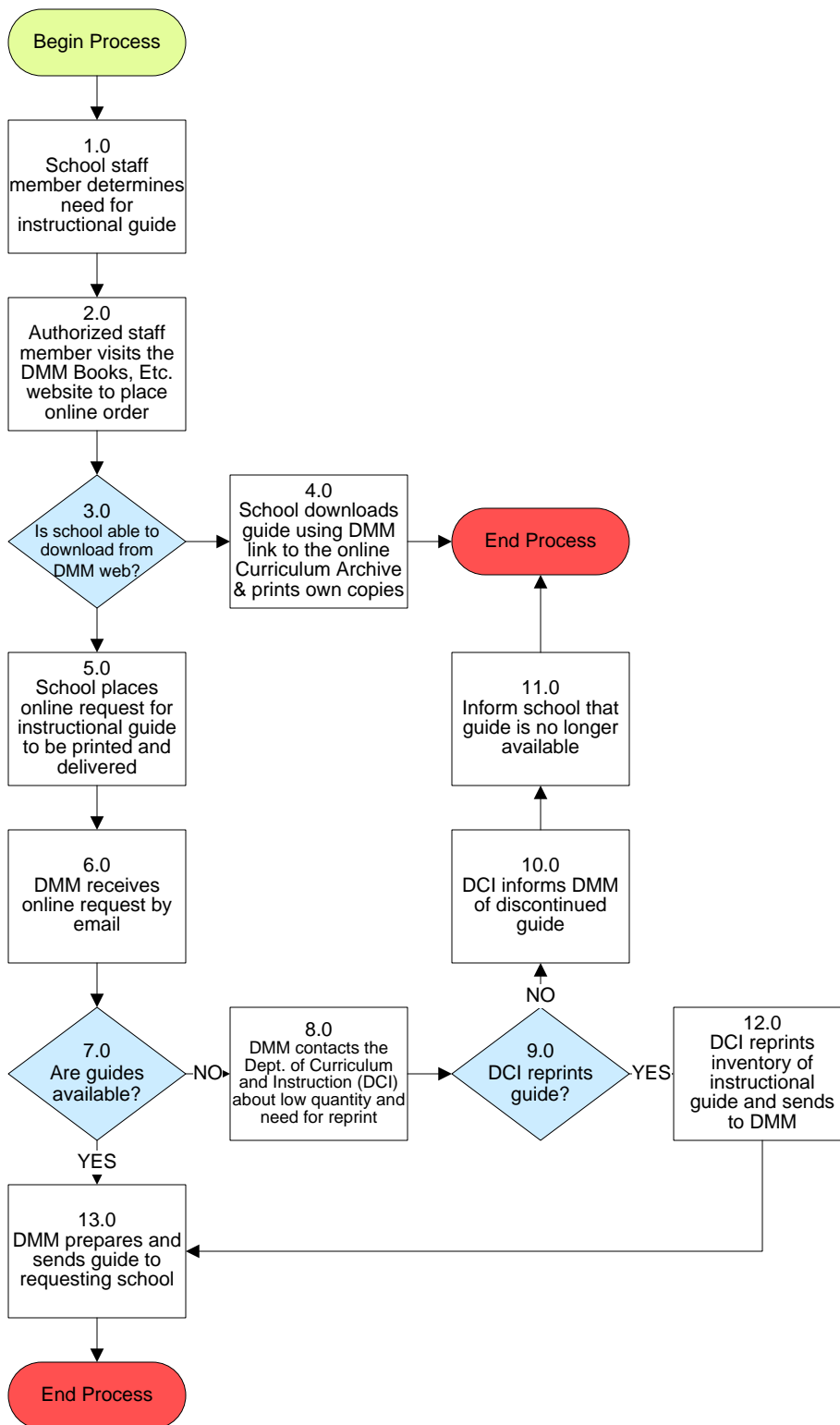


To Sub Process



Return to IGOE

Instructional Support Services – Instructional Guide Ordering Process



To Details 1

Return to Key Process

Instructional Support Services – Instructional Guide Ordering Process

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: School staff member determines need for instructional guide

Based upon need and formal staff requests, the director of School Support, Interventions and Assessments will make available a variety of instructional guides to support MCPS staff with current MCPS curriculum.

Step 2.0: Authorized staff member visits the DMM Books, Etc. website to place online order

Only building administrators, staff development teachers and resource teachers are authorized to order instructional guides. The DMM online order form is found at http://www.montgomeryschoolsmd.org/departments/materials/books/instructionalguide_request_form.shtm. This form is used to: 1) submit a request for up to five printed copies of an instructional guide or 2) link to archive to download guide directly to staff computer. When requesting printed copies, school must complete all required form fields and click submit to email the request to DMM. Once submitted, school should print the online receipt for its records. DMM will verify availability of guides and deliver them to the school.

Step 3.0: Is school able to download from DMM web?

If no, proceed to Step 4.0. If yes, skip to Step 5.0. Click link below to visit form: www.montgomeryschoolsmd.org/departments/materials/books/instructionalguide_request_form.shtm

Step 4.0: School downloads guide using DMM link to the online Curriculum Archive & prints own copies

Visit: http://www.montgomeryschoolsmd.org/departments/development/resources/curriculum_archive/ for a list of available guides that can be downloaded directly from the web. Simply choose the guides needed from the online archive list provided. Then follow the directions provided to download guide so to print them from your own onsite printer.

Step 5.0: School places online request for instructional guide to be printed and delivered


DMM staff will regularly assess the online form to ensure accuracy and availability. Staff will closely watch inventory totals and order additional printed copies as needed to guarantee availability and timely deliveries. They will also make changes as forms are added, changed and removed from stock.

Step 6.0: DMM receives online request by email

Step 7.0: Are guides available?

If no, proceed to Step 8.0. If yes, skip to Step 11.0.

 To Details 2

 Return to Sub Process

Step 8.0: DMM contacts the Department of Curriculum and Instruction (DCI) about low quantity and need for reprint

Step 9.0: DCI reprints guide?

If no, proceed to Step 10.0. If yes, skip to Step 12.0.

Step 10.0: DCI informs DMM of discontinued guide

Step 11.0: Inform school that guide is no longer available

This ends the process.

Step 12.0: DCI reprints inventory of instructional guide and sends to DMM

Step 13.0: DMM prepares and sends guide to requesting school

This ends the process.



Return to Details 1



Return to Sub Process