

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION
POLICY and PROCEDURES**

Title	Effective Date	Revision Date	Pages
NO. 409 Textbook Credit Allocation	April 8, 1997		2

It is the policy of the Tri-County Regional Centre for Education to disburse textbook credit allocation funds as received from the Department of Education to support school and system acquisition of appropriate learning resources.

It is expected that the school staff and other personnel will use these funds in conjunction with a school or curriculum improvement strategy.

PROCEDURE Under Policy 409

1. Credit allocation funds for the purchase of textbooks and curriculum support materials are received annually by the Tri-County Regional Centre for Education from the Department of Education. These funds are received on a per student basis based upon September 30th enrolment.
2. Credit allocation funds will be distributed to the schools of the Tri-County Regional Centre for Education based upon the September 30th enrolment figures for the current year, and to Learning Services, according to a formula based upon the per student amount as received.
 - a. Elementary students will be funded on the basis of 80% of the per student enrolment.
 - b. Junior high students will be funded on the basis of 82.5% of the per student enrolment.
 - c. Senior high students will be funded on the basis of 85% of the per student allotment.
 - d. Learning Services will retain the balance of the funds to address identifiable curriculum needs. These funds will be distributed as follows:
 - i. 15% of this amount will be assigned equally to each of the Coordinators.
 - ii. 85% of this amount will be assigned to Learning Services and will be distributed in consultation with the Coordinators and the Director of Learning Services based upon proposals and demonstrated need.

PROCEDURE Under Policy 409 Cont'd
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3. Upon receipt of the credit allocation for the next school year, the Coordinator of Curriculum will calculate the various allotments for distribution.
4. A credit allocation form (Appendix A) will be prepared for distribution to the schools in each zone through the Assistant Directors. The Assistant Directors will inform their schools of their credited amount. It shall be the responsibility of each school to maintain accurate records of all credit allocation funds as assigned to their school.
5. Credit allocation order forms will be processed through each Assistant Director.
6. Each coordinator's allotment and account will be maintained by that coordinator.
7. Requests to access portions of the 85% of the funds retained by Learning Services, the Coordinators will present requests, in writing, to the Director of Learning Services. The Director of Learning Services, at regularly scheduled meetings of the coordinators, will disburse those funds allocated to Learning Services as requested.
8. On December 1 of each year, all funds remaining in the credit allocation account for the Tri-County Regional Centre for Education will revert to the Learning Services Department and used for identifiable curriculum needs and initiatives.