

## **Instructional Materials**

### How do I request teacher materials (textbooks)?

You may email Amber Claflin, Deborah Burke, or Jackie Parr at the IMC for materials or you may work with your library staff. Library staff can also place orders for materials.

### How do I request novels?

Check the novel list at [www.etiwanda.org/library/lms.asp](http://www.etiwanda.org/library/lms.asp). If it is on the list go ahead and place your order through the "Novel Sign Up Click Here" link on the same page. If it is not on the list, then email Amber Claflin and we'll let you know whether we can get it or not (we only said "NO" once in 2014-2015--so your chances are pretty good that we can get what you want).

### When will I receive my teacher materials for the new school year if I am changing grade, site, or subjects?

The IMC begins planning for your materials as soon as we receive a staff list from your principal. The goal is to have at least the main teacher editions in your hands before your last work day of the school year. This way you'll have what you need to plan for the new school year.

## **Passwords & User Names**

### Where can I find my student's user name and password?

U Drive-Library Media Services-UserNames and Passwords-look for your school's number.