

# Ordering NYSTL-Eligible Materials for Your Special Populations



# NYSTL Background Information

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- Your charter school receives a grant for textbooks, library books and software under the New York State Textbook Law (NYSTL).
- The grant is administered by the NYC DOE, so all purchases with these funds must be processed through the FAMIS purchasing portal.
- Funds must be spent prior to the close of the FAMIS purchasing window on March 22, 2019.
- Once the goods are received, school personnel must certify delivery of the orders, so that the DOE accounts payable department will know that the vendor can be paid.

# Popular Special Populations Materials Available for Purchase

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- ✓ Achieve3000
- ✓ BrainPop ESL
- ✓ CENGAGE
- ✓ Do the Math
- ✓ English in Action
- ✓ Explode the Code
- ✓ Fast ForWord
- ✓ Finish Line New York ELLs (NYSESLAT)
- ✓ Foundations
- ✓ Great Leaps
- ✓ Just Words
- ✓ Leveled Literacy Intervention
- ✓ On Our Way to English
- ✓ PAF
- ✓ Read 180
- ✓ Recipe for Reading
- ✓ System 44

# 10 Steps for Spending your NYSTL Funds

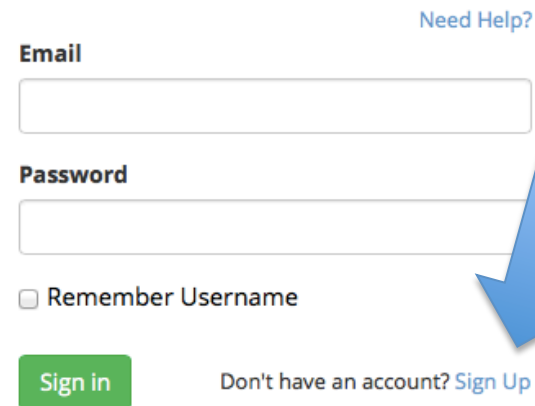


# Step 1: Ask your principal if you can make an authorized NYSTL purchase.

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# SHOPDOE



Note: You **DO NOT** need a DOE email to create an account




NYC Special Education  
**COLLABORATIVE**

# Step 3: Search for items to purchase.


**SHOPDOE**

My Account ▾ Order History News Sign Out Help

 Search Over 600,000 Products...

All Products ▾

Search

Shopping Cart  
0 item(s) - \$0.00 

Books

Electronics

Furniture

Instructional

Software & Media

Supplies

## Lenovo Update

9/2016

A new PC contract has just been awarded to Lenovo. As we transition over to the new contract, previously listed products will not be available for purchase. Please stay tuned as new and exciting Lenovo PC products are being reconfigured for newer, more cost effective models.

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## Books

### Subjects

Antiques & Collectibles

Bibles

Business & Economics

Cooking

Architecture

Biography & Autobiography

Comics & Graphic Novels

Crafts & Hobbies

Art

Body, Mind & Spirit


Computers

Design

# Step 4: Browse searched items.


**SHOPDOE**

My Account ▾ Order History News Sign Out Help

 leveled literacy intervention

All Products ▾

Search

Shopping Cart  
0 item(s) - \$0.00

Books Electronics Furniture Instructional Software & Media Supplies

**Lenovo Update**

1/31/2017



The new Lenovo PC contract is now active and the items are available in FAMIS.

1

Narrow your choices

Showing 1 - 18 of 18 results for "leveled literacy intervention"

Sorted by: Relevance ▾





# Step 5: Select NYSTL-approved items.



## Leveled Literacy Intervention System Red: Grade 3: Literacy Notebooks (16 copies of 1 title) NYSTL Approved

by Pinnell, Gay Su/Fountas, Irene

Sold By

Greenwood Publishing Group

Format

Fund

In Stock

Unit

Price

Kit

N/A

16 Pack

\$71.96

Add to Cart

### Overview

Leveled Literacy Intervention System Red: Grade 3: Literacy Notebooks (16 copies of 1 title)

# Step 6: Add items to your cart.



## Leveled Literacy Intervention System Red: Grade 3: Literacy Notebooks (16 copies of 1 title) NYSTL Approved

by Pinnell, Gay Su/Fountas, Irene

Sold By	Format	Fund	In Stock	Unit	Price
Greenwood Publishing Group	Kit	N/A		16 Pack	\$71.96

Add to Cart



### Overview

Leveled Literacy Intervention System Red: Grade 3: Literacy Notebooks (16 copies of 1 title)

# Step 7: Update quantity and cart.

## SHOPPING CART

[Save](#) [Share](#)

[Clear Cart](#)

PRODUCT	IN STOCK	PRICE	UNIT	QUANTITY	SUBTOTAL
Greenwood Publishing Group					
MINIMUM: \$25.00					
Leveled Literacy Intervention System Red: Grade 3: Literacy Notebooks (16 copies of 1 title) <a href="#">Kit</a>		\$71.96	16 Pack	<input type="text" value="2"/>	\$143.92 <a href="#">Delete</a>

Did you make changes? [Update Cart](#)

Total: \$143.92

[Checkout](#)

Step 7a

Step 7b

## Step 8: Click “Share” and download Excel spreadsheet.

### Step 8a

The screenshot shows a shopping cart interface. At the top left, the text "SHOPPING CART" is displayed. Below it, there are two buttons: "Save" and "Share". A blue arrow labeled "Step 8a" points to the "Share" button. To the right of these buttons is a "Clear Cart" button with a trash icon. Below the buttons, a dropdown menu is open, showing three options: "Email Shopping Cart", "Download as Excel Spreadsheet", and "Download as PDF". A blue arrow labeled "Step 8b" points to the "Download as Excel Spreadsheet" option. The main part of the interface is a table with the following columns: "PRODUCT", "IN STOCK", "PRICE", "UNIT", "QUANTITY", and "SUBTOTAL". The first row of the table shows "Greenwood" in the "PRODUCT" column, "IN STOCK" in the "IN STOCK" column, "\$71.96" in the "PRICE" column, "16 Pack" in the "UNIT" column, "2" in the "QUANTITY" column, and "\$143.92" in the "SUBTOTAL" column. Below the table, there is a "Delete" button. At the bottom right, there is a "Checkout" button. The total amount is displayed as "Total: \$143.92".

SHOPPING CART

Save Share Clear Cart

PRODUCT IN STOCK PRICE UNIT QUANTITY SUBTOTAL

Greenwood

Leveled Literacy Intervention System Red: Grade 3: Literacy Notebooks (16 copies of 1 title) Kit

MINIMUM: \$25.00

\$71.96 16 Pack 2 \$143.92 Delete

Did you make changes? Update Cart

Total: \$143.92

Checkout

## Step 9: Review spreadsheet.

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### ***Shopping Cart***

Email Address: [mkatz@nyccharterschools.org](mailto:mkatz@nyccharterschools.org)

Product	Item Number	Sold By	Unit	Quantity	Price	Sub Total
<a href="#">Leveled Literacy Intervention System Red: Grade 3: Literacy Notebooks (16 copies of 1 title)</a>	902257188	Greenwood Publishing Group	16 Pack	2	\$71.96	\$143.92

Total :  **\$143.92**

## Step 10: Email the spreadsheet to your principal.

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# Looking for More NYSTL and FAMIS Information?

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Visit our website!

<http://www.nyccharterschools.org/resources/nyc-doe-famis-purchasing-instructions>

