Ordering NYSTL-Eligible Materials for Your Special Populations
NYSTL Background Information

• 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

✔ Achieve3000
✔ BrainPop ESL
✔ CENGAGE
✔ Do the Math
✔ English in Action
✔ Explode the Code
✔ Fast ForWord
✔ Finish Line New York ELLs (NYSESLAT)
✔ Fundations

✔ 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.
Step 2: Create an account and log in at ShopDOE.com.

Note: You DO NOT need a DOE email to create an account.
Step 3: Search for items to purchase.
Step 4: Browse searched items.

Lenovo Update
1/31/2017
The new Lenovo PC contract is now active and the items are available in FAMIS.

Showing 1 - 18 of 18 results for "leveled literacy intervention"
Step 5: Select NYSTL-approved items.
Step 6: Add items to your cart.
Step 7: Update quantity and cart.

Step 7a

Step 7b
Step 8: Click “Share” and download Excel spreadsheet.

Step 8a

Step 8b
Step 9: Review spreadsheet.

![Shopping Cart](image)

<table>
<thead>
<tr>
<th>Product</th>
<th>Item Number</th>
<th>Sold By</th>
<th>Unit</th>
<th>Quantity</th>
<th>Price</th>
<th>Sub Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leveled Literacy Intervention System Red; Grade 3:</td>
<td>902257188</td>
<td>Greenwood Publishing</td>
<td>16 Pack</td>
<td>2</td>
<td>$71.96</td>
<td>$143.92</td>
</tr>
<tr>
<td>Literacy Notebooks (16 copies of 1 title)</td>
<td></td>
<td>Group</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: $143.92
Step 10: Email the spreadsheet to your principal.
Looking for More NYSTL and FAMIS Information?

Visit our website!

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