



ADMINISTRATIVE PROCEDURE
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 2040

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CATEGORY: **Fiscal Management, Budget**

EFFECTIVE: **1-29-62**

SUBJECT: **Book and Supply Allocation Formulas for Schools**

REVISED: **3-13-07**

A. PURPOSE AND SCOPE

1. To establish formulas for use by the Budget Operations Department in allocating general operations appropriations for books and supplies to school sites.
2. **Related Procedure:**
Enrollment estimates, forecasts, and reports 6190

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: A-6000, C-7500, D-1000, F-1000, F-1050, F-5000, G-4000, H-8800.
2. *On January 13, 2004, the Board of Education approved a site-based budgeting process for unrestricted allocations at school sites. As a result, the book and supply allocation formulas to schools sites are suspended.*

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Budget Operations Department, Financial Operations Division, Office of School Site Support.
2. **Definitions. Enrollment forecast:** A prediction of what an actual enrollment count would be at a specific time in the future.
3. **Enrollment forecasts** are prepared by the Instructional Facilities Planning Department, Office of the Deputy Superintendent, and submitted each year to the Budget Operations Department by the second week in January (Procedure 6190). These estimates are used to determine the tentative book and supply allocations to a school.
4. **Final allocation of funds for books and supplies** to traditional schools shall be based on the actual enrollment at the end of the fourth week of the school year. Final allocation of funds for books and supplies to single and multitrack year-round schools shall be based on the actual enrollment at the end of the first week of the traditional school year.

5. **Grades K–6 Allocation Formulas for Instructional, Office, and Custodial** (not including middle schools, Creative Performing Media Arts, John Muir School, or San Diego School of Creative and Performing Arts):

a. **Instructional supplies**

(1) Individual schools (school rate)	\$ 16.19 per student
(2) New schools—first year (double the school rate)	\$ 32.38 per student
(3) New schools—second year (1.5 times the school rate)	\$ 24.29 per student
(4) New portable classrooms received at the school site	\$ 200.00 per portable
(5) Summer school program	\$ 2.04 per student

b. **Office supplies** \$ 0.50 per student

c. **Custodial supplies** \$ 2.23 per student

d. **Student Information System supplies** \$ 0.32 per student

6. **Grades 7–12 Allocation Formulas for Books and Supplies** (not including independent learning centers, middle schools, Creative Performing Media Arts, John Muir School, or San Diego School of Creative and Performing Arts):

a. **Schools with grades spanning 7–12** will receive the 10–12 allocation.

b. **Instructional supplies**

(1) **Grades 7–9**

(a) Individual schools	\$ 21.84 per student
(b) New schools (double the school rate)	\$ 43.68 per student
(c) School newspaper	\$ 160.00 per school
(d) New portable classrooms received at the school	\$ 200.00 per portable
(e) Small tools	\$ 240.00 per school
(f) Competency assessment testing, 9th grade	

	students plus all special education and gifted students	\$ 2.40 per student
	(g) Summer school program	\$ 2.88 per student
(2)	Grades 10–12	
	(a) Individual schools	\$ 28.63 per student
	(b) New schools (double the school rate)	\$ 57.26 per student
	(c) School newspaper	\$2,640.00 per school
	(d) New portable classrooms received at the school site	\$ 200.00 per portable
	(e) Small tools	\$ 360.00 per school
	(f) Summer school program	\$ 2.88 per student
c.	Library books	
	(1) Grades 7–9	\$ 4.48 per student
	(2) Grades 10–12	\$ 5.12 per student
d.	Textbooks	
	(1) Grades 7 and 8 plus special education and gifted students	\$ 4.80 per student
	(2) Grade 9	\$ 5.70 per student
	(3) Grades 10–12	\$ 8.52 per student
e.	Custodial supplies	
	(1) Grades 7–9	\$ 2.40 per student
	(2) Grades 10–12	\$ 2.66 per student
f.	Student Information System supplies	\$ 1.22 per student
7.	Independent Learning Center Allocation Formulas for Books and Supplies (Garfield and Twain)	
a.	Instructional supplies	

(1)	Individual schools	\$ 42.90 per student
(2)	ORACLE I and II	\$ 54.38 per student
(3)	New portable classrooms received at the school site	\$ 200.00 per portable
(4)	Small tools	\$ 360.00 per school
(5)	Competency Assessment Testing, 9th grade students plus all special education and gifted students	\$ 2.40 per student
(6)	Pregnant minor program	\$ 36.00 per student
b.	Library Books	\$ 4.80 per student
c.	Textbooks	
(1)	Individual schools (including satellites)	\$ 17.10 per student
(2)	ORACLE I	\$ 44.80 per student
(3)	ORACLE I start up (unit of 40)	\$4,548.00 per unit
(4)	ORACLE II	\$ 53.76 per student
(5)	ORACLE II start up (unit of 40)	\$5,458.00 per unit
(6)	Pregnant minor program	\$ 12.00 per student
d.	Custodial supplies	\$ 2.66 per student
e.	Office supplies for ORACLE I and II	\$ 11.28 per student
f.	Student Information System supplies	\$ 1.22 per student
8.	Middle School Allocation Formulas for Books and Supplies	
a.	Instructional supplies	
(1)	Individual schools	\$ 21.84 per student
(2)	New schools (double the school rate)	\$ 43.68 per student
(3)	School newspaper	\$ 160.00 per school
(4)	New portable classrooms received at the	

school site	\$ 200.00 per portable
(5) Small tools	\$ 240.00 per school
(6) Summer school program	\$ 2.88 per student
b. Library Books	\$ 4.48 per student
c. Textbooks	\$ 4.80 per student
d. Custodial supplies	\$ 2.40 per student
e. Student Information System supplies	\$ 1.22 per student
9. Creative Performing Media Arts and San Diego School of Creative and Performing Arts Allocation Formulas for Books and Supplies	
a. Instructional supplies	
(1) Grades K–6	\$ 16.19 per student
(2) Grades 7–9	\$ 21.84 per student
(3) Grades 10–12	\$ 28.63 per student
(4) New portable classrooms received at the school site	\$ 200.00 per portable
(5) Small tools	\$ 360.00 per school
(6) School newspaper	\$2,640.00 per school
(7) Competency assessment testing, 9th grade students plus all special education and gifted students	\$ 2.40 per student
(8) Summer school program	\$ 2.88 per student
b. Library books	
(1) Grades 7–9	\$ 4.48 per student
(2) Grades 10–12	\$ 5.12 per student
c. Textbooks	
(1) Grades 7 and 8	\$ 4.80 per student
(2) Grade 9	\$ 5.70 per student

(3) Grades 10–12 \$ 8.52 per student

d. **Custodial supplies**

(1) Grades K–6 \$ 2.23 per student

(2) Grades 7–9 \$ 2.40 per student

(3) Grades 10–12 \$ 2.66 per student

e. **Student Information System supplies** \$ 1.22 per student

10. **John Muir School Allocation Formulas for Books and Supplies**

a. **Instructional supplies**

(1) Grades K–12 \$ 42.90 per student

(2) New portable classrooms received at the
school site \$ 200.00 per portable

(3) Small tools \$ 120.00 per school

(4) Competency assessment testing, 9th grade students
plus all special education and gifted students \$ 2.40 per student

b. **Library books, grades 7–12** \$ 7.92 per student

c. **Textbooks, grades 7–12** \$ 28.39 per student

d. **Custodial supplies**

(1) Grades K–6 \$ 2.23 per student

(2) Grades 7–9 \$ 2.40 per student

(3) Grades 10–12 \$ 2.66 per student

e. **Student Information System supplies** \$ 1.22 per student

D. IMPLEMENTATION

1. **Instructional Facilities Planning**

a. Develops approved enrollment forecast in cooperation with the Budget
Operations Department.

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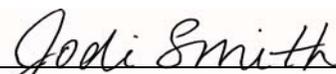
REVISED: **3-13-07**

- b. Sends copies of forecast to the Budget Operations Department.
- 2. **Financial Operations**, upon receipt of actual fourth week enrollment (C.4.), calculates final allocation of general operating appropriations to school sites.

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff
For the Superintendent of Schools