

## ITLP - Illinois Textbook Loan Program

The ITLP - Illinois Textbook Loan Program is a new online web-based application designed for schools and districts to submit a request to purchase school materials. To access the system, go to ISBE Home page (<http://www.isbe.net>), and click on IWAS on the top menu.

A first time user must establish an account in IWAS by clicking on [Sign Up Now](#) on the IWAS login screen, enter required information, click on the  button (see Figure 1 and 2), and follow the instructions.

If you already have an IWAS account, type in your Login Name and Password, and click the  button (see Figure 1). Once logged in successfully, select [System Listing](#) on the left menu and [ITLP - Illinois Textbook Loan Program](#).

If you don't see the link to the system, you may not have access to the system. To request access, click on the  icon, and follow the instructions (Figure 3-4).

More detailed information could be found on IWAS User Guide (click on [IWAS User Guide](#) on the left menu). If you need technical assistance or have questions on how to create a new IWAS account and to sign up for the ITLP - Illinois Textbook Loan Program system, please contact ISBE Help Desk at 217/558-3600.

**Figure 1 – IWAS Login Screen and Signup Page**

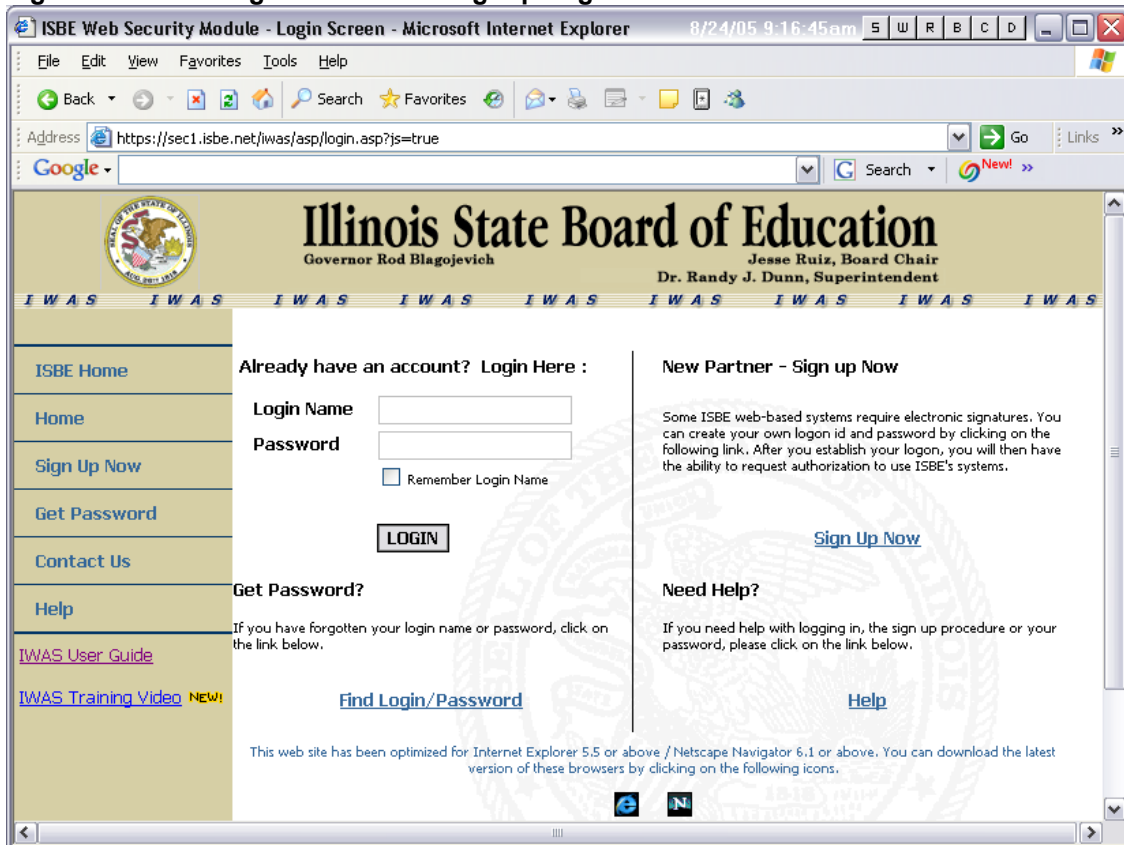


Figure 2 – Create New Login Name and Password for a New User Account

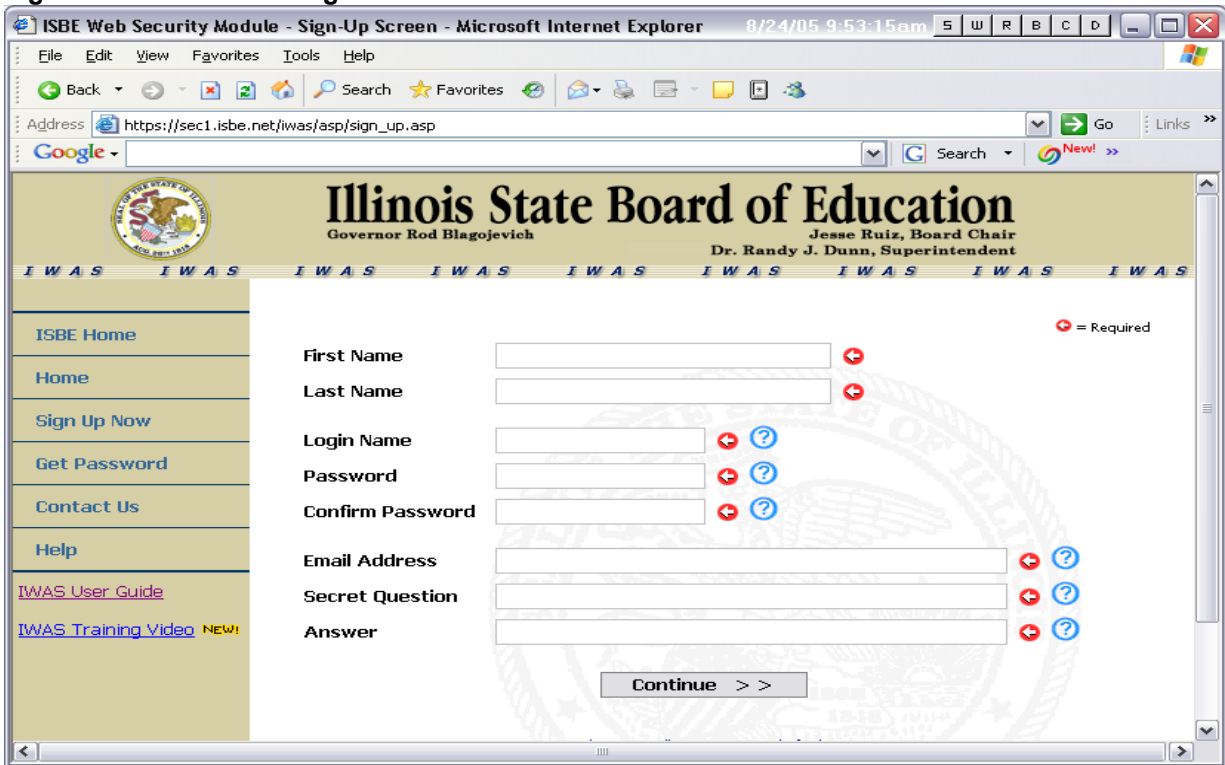
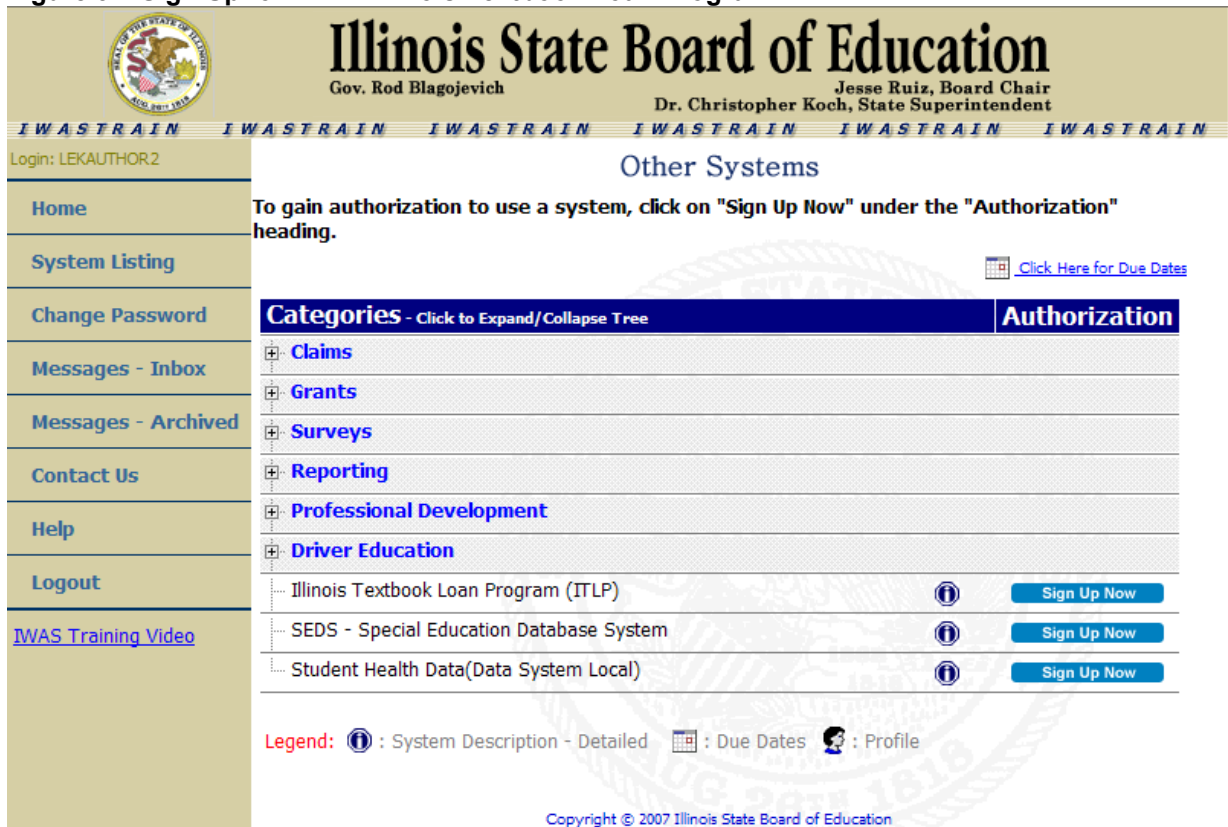


Figure 3 – Sign Up for ITLP - Illinois Textbook Loan Program



To request access to the ITLP - Illinois Textbook Loan Program, enter all of the required fields on the signup page. See Figure 4 below. Click on **Submit** button after you've completed the required information. You will get a confirmation that you're done with the signup process.

**Figure 4 – Illinois Textbook Loan Sign-Up Information Page**

**Illinois State Board of Education**  
 Gov. Rod Blagojevich      Jesse Ruiz, Board Chair  
 Dr. Christopher Koch, State Superintendent

Login: LEKAUTHOR2

**Illinois Textbook Loan Program (ITLP) Sign-Up**

**My Profile (For ALL Systems)**

☛ = Required

**First Name**  ☛

**Middle Name**

**Last Name**  ☛

**RCDT (No dashes)**  ☛ [Find District](#)

**School (No dashes)**  ☛ [Find School](#)

**Phone**  -  -  ext.

**Fax**  -  -  ext.

**Summer Phone**  -  -  ext.

**Email**  ☛

**Broadcast Email** YES -- Send system messages to the above email address ☑ ☐ ?

**Email Type** HTML ☑ ?

**My Access Level (For the Illinois Textbook Loan Program (ITLP) System)**

Please enter the justification for access to the system. If you are already approved you can view your access level below. If you want to change your access level after you have been approved please contact your entity administrator.

**Access Level** NONE ?

**Justification** (max 1000 characters)

**Status** NONE

**Admin Contact** --

**Submit** **Clear**

Your profile will be reviewed by your district administrator or an administrative authority. A notification will be sent via email when your access to the system has been granted.

After your access to the system is granted and you log into IWAS successfully, click on [System Listing](#) and you should see the link to the system (see Figure 5). Clicking on [ITLP - Illinois Textbook Loan Program](#) will automatically take you to the ITLP home page (Figure 6).

Figure 5 – System Listing Screen

**Illinois State Board of Education**  
Gov. Rod Blagojevich      Jesse Ruiz, Board Chair  
Dr. Christopher Koch, State Superintendent

Login: LEKTEST

**My Systems**

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

[Click Here for Due Dates](#)

**Categories** - Click to Expand/Collapse Tree      **Authorization**

ITLP - Illinois Textbook Loan Program      Authorized

**Legend:** ⓘ : System Description - Detailed      📅 : Due Dates      👤 : Profile

[Want to Signup for Other Systems?](#)

Figure 6 – ITLP - Illinois Textbook Loan Program Home Page

Illinois State Board of Education      HELP | ISBE HOME | LOGOFF

**Illinois Textbook Loan Program**  
Grades 7 - 12

**GARVY, J ELEM SCHOOL**      **RCDTS: 150162990252214**

**Home**

- FAQ
- Textbook Relocation
- Search Catalog
- View Cart/Order

The Illinois Textbook Loan Program was authorized in 1975 legislation to provide textbooks free of charge to any public or nonpublic student enrolled in grades K-12. Illinois is not a "textbook adoption state" and this program is not part of a funding program of that nature. Curriculum material selections in Illinois are the decision of each school or local district. The state purchases the materials selected by the district/school and then loans the materials to the school for student use. The program funding is intended to provide supplemental dollars for student materials and does not provide total funding for all instructional materials. To participate, schools must be registered with the Illinois State Board of Education (ISBE) as in compliance with the compulsory attendance laws and Title VI of the Civil Rights Act. Legislation in 1996 specifically added instructional computer software to the textbook definition. The publishers' titles include only those items that meet the definition as required by the legislation. However, the definition does not include classroom supplies, consumable items, workbooks, tests, periodicals, reference items, atlases, maps, globes, or materials for teachers.

**2009 Illinois Textbook Loan Program**

The 2009 ITLP is targeted for eligible students in grades 7-12. The total appropriation is \$42,826,500. The per-student allotment is based on the 2007 or the latest enrollment data for the end of September as submitted to the ISBE for grades 7-12. It is anticipated that the per student allotment for 2008 is approximately \$40. This number could change due to some schools not using their entire allotments, vendors lowering prices and dropping unavailable titles, or dropping/eliminating shipping charges. Due to these unforeseen circumstances, we strongly recommend that district/school submit their requests totaling 5% over your projected allotment.

Ordering school materials for the 2009 Illinois Textbook Loan Program (ITLP) will begin December 1, 2008 and end March 15, 2009. Staff entering requests should be certain their request is prioritized with the most important needs entered first. Everything requested beyond the allotment is a "wish list" of items with no guarantee of purchase by the program. (Example: If your allotment is \$170 and you submit your request for 5 \$25 items and 1 series for \$100, you will receive the 5 \$25 items but not the series. However if you listed the series first followed by the 5 \$25 items, you would receive the series and a portion of the 5 lower priced items.) Requesting big dollar items beyond your allotment instead of single or multiple copies of titles is not likely to

Figure 7: Frequently Asked Questions Page

Illinois State Board of Education

**Illinois Textbook Loan Program**  
Grades 7 – 12

GARVY, J ELEM SCHOOL RCDTS: 150162990252214

Home

- FAQ
- Textbook Relocation
- Search Catalog
- View Cart/Order

**FAQ**

**Textbook Loan Program Information**

1. What is the Illinois Textbook Loan Program?
2. What grades will the program serve this year?
3. What will be the dollar per pupil amount?
4. What enrollment numbers will be used to determine pupil count and dollar allocation?
5. When is the deadline to complete school requests?
6. How much does shipping cost?
7. Can schools request more than one central shipping address?
8. What is the total funding for the program this year?
9. Why is the program named the Illinois Textbook Loan Program?
10. What materials may NOT be purchased with ITLP funds?
11. How may I contact the ITLP staff with other questions?
12. What is the minimum order amount that can be placed with a vendor?

**General Information**

1. What are the minimum system (hardware/software/browser) requirements for accessing the Illinois Textbook Loan Program Web site?
2. What can I do to increase the speed with which I access your site?

**Textbook Loan Program Information**

What is the Illinois Textbook Loan Program?

The Illinois Textbook Loan Program (ITLP) was authorized in 1975 by legislation and Article 18-17 of the Illinois School Code. The purpose is to provide textbooks, textbook substitutes, and since 1996, **instructional** computer software to public and nonpublic students. Funding has varied from year to year and has never provided sufficient funding to cover all Illinois pupils' textbook needs for K-12.

Top ▲

Figure 8: Illinois Textbook Relocation Program

Illinois State Board of Education

**Illinois Textbook Loan Program**  
Grades 7 – 12

GARVY, J ELEM SCHOOL RCDTS: 150162990252214

Home

- FAQ
- Textbook Relocation
- Search Catalog
- View Cart/Order

**Illinois Textbook Relocation Program**

Pursuant to the Illinois School Code (105 ILCS 5/18-17), "The State Board of Education shall adopt appropriate regulations to administer this Section and to facilitate the equitable participation of all students eligible for benefits hereunder, including the exchange, trade, or transfer of loaned secular textbooks between schools or school districts for students enrolled in such schools or districts." In compliance with this statute, the Illinois State Board of Education operates a textbook relocation program.

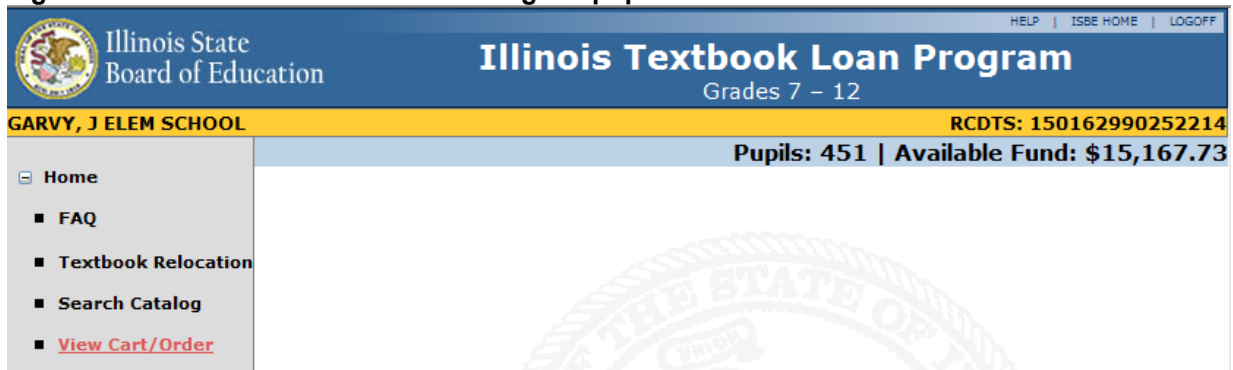
The textbook relocation program guidelines are listed below.

1. According to the Illinois School Code (105 ILCS 5/18-17), "After secular textbooks have been on loan under this Section for a period of 5 years or more, such textbooks may be disposed of by school districts in such a manner as their respective school boards shall determine following a written notification to the State Board of Education and expiration of a reasonable waiting period not to exceed 30 days." If you need suggestions for donations or disposal, please contact the Illinois Textbook Loan Program staff at 217/782-0734.
2. Prior to June 1, the Illinois Textbook Relocation Program will send an e-mail to all schools requesting submissions for the textbook relocation program. Prior to August 1, schools shall submit to ISBE all usable Illinois Textbook Loan Program materials which are no longer being used. (Usable textbooks made available by a source other than the Illinois Textbook Loan Program may be listed if the sending school makes no charge for the textbooks.)
3. The receiving school will be responsible for all transportation arrangements and shipping costs.
4. Below is an EXCEL spreadsheet attachment for textbook relocation for the current fiscal year. The school contact information is included. The exchange of textbooks through this program must be conveyed to the Illinois Textbook Loan Program through the following methods:

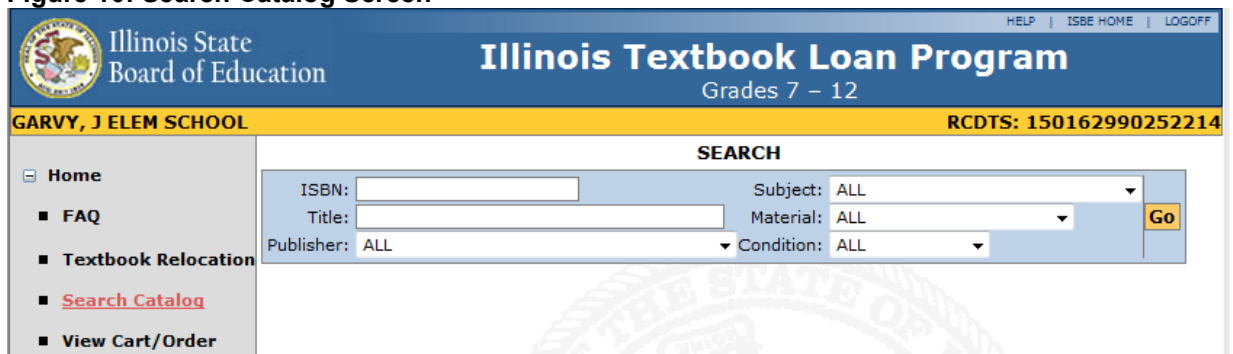
For written correspondence, send to:

Illinois Textbook Loan Program  
Illinois State Board of Education  
100 N. First Street W-380

**Figure 9: View Cart/Order screen showing the pupil enrollment and available fund information**



**Figure 10: Search Catalog Screen**



To search for items in the catalog, enter specific information of the item(s) you want to search. You may enter one or combination of the available criteria. We encourage you to enter the exact ISBN number for faster return or narrow your search by providing a combination of the criteria to limit the number of the items returned which is no more than 1,000 by default.

- **ISBN:** Enter exact 13 ISBN numbers (or one to 13 numbers). Do not include any hyphens or spaces in the textbox area.
- **Title:** Enter exact title or words contained in the title.
- **Publisher:** Select a publisher on the list.
- **Subject Area:** Select a subject area on the list.
- **Type of material:** Select a type of material on the list.
- **Condition:** Select condition of the item.

Click on the **Go** button. List of items matched your search criteria will appear on the screen. Description of each item, if available, can be viewed when pointing the mouse on the **i** icon (see Figure 11 for example). Enter quantity (QTY) and Priority of the item, and then click **ADD TO CART** button. Once click, the dialog window will display message that the item you selected has been added to the cart and the **ADD TO CART** button will be invisible (See Figure 12).

Figure 11: Search Results

Illinois State Board of Education  
**Illinois Textbook Loan Program**  
 Grades 7 – 12

Batavia USD 101 RCDT: 31045101022

SEARCH

ISBN:  Subject: ALL  
 Title:  Material: ALL **Go**  
 Publisher: COMPASS POINT BOOKS Condition: ALL

362 Item(s) found...

<b>African Continent</b>	ISBN: 9780756536329	Year: 2008	Grade: 5-7	New	Price: \$67.36
Subject: READING-SUPPLEMENTAL	Item: 0003	Priority: 1			
COMPASS POINT BOOKS (877-3711-536)			QTY: 1	<b>ADD TO CART</b>	
<b>African-Americans in the Colonies</b>	ISBN: 9780756503031	Year: 2003	Grade: 4-6	New	Price: \$17.95
Subject: READING-SUPPLEMENTAL	Item: 0001	Priority: 1			
COMPASS POINT BOOKS (877-3711-536)			QTY: 1	<b>ADD TO CART</b>	
<b>Alabama</b>	ISBN: 9780756503321	Year: 2004	Grade: 3-5	New	Price: \$17.05
Subject: READING-SUPPLEMENTAL	Item: 0001	Priority: 1			
COMPASS POINT BOOKS (877-3711-536)			QTY: 1	<b>ADD TO CART</b>	
<b>Alamo, The</b>	ISBN: 9780756500979	Year: 2001	Grade: 4-6	New	Price: \$17.95
Subject: READING-SUPPLEMENTAL	Item: 0001	Priority: 1			
COMPASS POINT BOOKS (877-3711-536)			QTY: 1	<b>ADD TO CART</b>	

Figure 12: Message displays after an item added to the shopping cart

Illinois State Board of Education  
**Illinois Textbook Loan Program**  
 Grades 7 – 12

Batavia USD 101 RCDT: 31045101022

SEARCH

ISBN:  Subject: ALL  
 Title:  Material: ALL **Go**  
 Publisher: COMPASS POINT BOOKS Condition: ALL

362 Item(s) found...

<b>African Continent</b>	ISBN: 9780756536329	Year: 2008	Grade: 5-7	New	Price: \$67.36
Subject: READING-SUPPLEMENTAL	Item: 0003	Priority: 1			
COMPASS POINT BOOKS (877-3711-536)			QTY: 1	<b>ADD TO CART</b>	
<b>African-Americans</b>	ISBN: 9780756503031	Year: 2003	Grade: 4-6	New	Price: \$17.95
Subject: READING-SUPPLEMENTAL	Item: 0001	Priority: 1			
COMPASS POINT BOOKS (877-3711-536)			QTY: 1	<b>ADD TO CART</b>	
<b>Alabama</b>	ISBN: 9780756503321	Year: 2004	Grade: 3-5	New	Price: \$17.05
Subject: READING-SUPPLEMENTAL	Item: 0001	Priority: 1			
COMPASS POINT BOOKS (877-3711-536)			QTY: 1	<b>ADD TO CART</b>	
<b>Alamo, The</b>	ISBN: 9780756500979	Year: 2001	Grade: 4-6	New	Price: \$17.95
Subject: READING-SUPPLEMENTAL	Item: 0001	Priority: 1			
COMPASS POINT BOOKS (877-3711-536)			QTY: 1	<b>ADD TO CART</b>	

Windows Internet Explorer

Item 9780756536329 was added!!

OK

Figure 13: Warning message that the request must be placed at least \$200 per vendor

The screenshot shows the Illinois Textbook Loan Program interface for GARVY, J ELEM SCHOOL. The available fund is \$15,167.73. A vendor, Bailey's Book House, has a request for CDW GOVERNMENT, INC. with a price of \$79.00 and a quantity of 1. The order total is \$79.00. A red warning message states: "Request must be more than \$200 per vendor!". A "More Info" button is visible next to the warning.

Vendor	Item	Price	QTY	Order Total
Bailey's Book House	CDW GOVERNMENT, INC.	\$79.00	1	\$79.00
SUBTOTAL				\$79.00

You will not be able to check out the items if you place an order less than \$200 per vendor or your total request is 5% over your available fund. Click on [More Info](#) button for more information regarding the warning. (See Figure 13 and Figure 14)

Figure 14: Warning message that the request is over 5% limit of the available fund

The screenshot shows the Illinois Textbook Loan Program interface for GARVY, J ELEM SCHOOL. The available fund is \$15,167.73. A vendor, Bailey's Book House, has a request for CDW GOVERNMENT, INC. with a price of \$79.00 and a quantity of 250. The order total is \$19,750.00. A red warning message states: "The request is over 5% (\$15,926.12) of the available fund!". A "More Info" button is visible next to the warning.

Vendor	Item	Price	QTY	Order Total
Bailey's Book House	CDW GOVERNMENT, INC.	\$79.00	250	\$19,750.00
SUBTOTAL				\$19,750.00

Figure 15: A shopping cart with a valid request

Illinois State Board of Education  
**Illinois Textbook Loan Program**  
 Grades 7 – 12

GARVY, J ELEM SCHOOL RCDTS: 150162990252214

Home  
 ■ FAQ  
 ■ Textbook Relocation  
 ■ Search Catalog  
 ■ [View Cart/Order](#)

Pupils: 451 | Available Fund: \$15,167.73  
 SUBTOTAL

**COMPLETE FOSS BIG BOOK COLLECTION** Priority:   
**DELTA EDUCATION LLC** New ISBN: Price: QTY: \$7,254.00  
 Phone: 847-838-9689 9781592427772 \$111.60

**African Continent** Priority:   
**COMPASS POINT BOOKS** New ISBN: Price: QTY: \$202.08  
 Phone: 877-371-1536 9780756536329 \$67.36

**Bailey's Book House** Priority:   
**CDW GOVERNMENT, INC.** New ISBN: Price: QTY: \$7,900.00  
 Phone: 877-524-9367 2320071098960 \$79.00

**Order Total: \$15,356.08**

Continue Shopping Check Out Delete this order:

How to manage your shopping cart:

- To change priority and/or quantity of a requested item, enter the new information in the Priority and/or QTY fields and click on the  button.
- To delete a line item, enter 0 in the QTY field and click on the  button.
- To delete the whole order/request, click on the  button in the bottom right corner.  
**Warning!! This delete button will permanently remove every item you have in the cart.**
- If you're done with the shopping, click on the  button to continue on and complete the next step.

Figure 16: Shipping Address and Contact Information Screen

Illinois State Board of Education  
Illinois Textbook Loan Program  
Grades 7 – 12

GARVY, J ELEM SCHOOL RCDTS: 150162990252214

**Shipping Address and Contact Information**

The ordered items will be shipped to the below address unless a different address requested.

**JULIE A MCGLADE**  
GARVY, J ELEM SCHOOL  
GARVY, J ELEM SCHOOL, 5225 N OAK PARK AVE  
CHICAGO IL 60656-2139

**Enter a different Ship-To address and required contact information below.**

Address Line 1  \*\*P.O. Box is not allowed.  
Address Line 2  \*\*P.O. Box is not allowed.  
City   
State   
Zip   
Contact Person   
Email\*   
Phone\*  \*\*Enter numbers only - Example: 2177820734  
Summer Phone  \*\*Enter numbers only - Example: 2177820734  
Fax  \*\*Enter numbers only - Example: 2177820734

**Confirm Ship-To Contact/Address** **Cancel**

**<< Back** **Continue >>**

As shown on the top left corner of the screen (see Figure 16), the administrator and the school/district address on file at ISBE are the contact person and the shipping address by default.

If you want the materials shipped to a different address and/or contact person, you must enter the information including email address and phone and fax numbers in the textboxes. Do not enter P.O. Box in the address fields. A complete street address is required. The vendor will not ship the materials to the P.O. Box address.

It is important that you must click on the **Confirm Ship-To Contact/Address** button to save and confirm the shipping information. Click on the **Continue >>** button to verify the request and shipping address (see Figure 17).

Figure 17: Order verification and submission

Illinois State Board of Education  
**Illinois Textbook Loan Program**  
 Grades 7 – 12

GARVY, J ELEM SCHOOL RCDTS: 150162990252214

**Confirmed Shipping Address and Contact Information**

JULIE A MCGLADE  
 GARVY, J ELEM SCHOOL  
 5225 N OAK PARK AVE  
 CHICAGO IL 60656-2139

Phone: 7735341185  
 Summer Phone: 7735341185  
 Fax: 7735341124  
 Email: jamcglade@cps.k12.il.us

**Order Information**

Pupils: 451 Available Fund: \$15,167.73  
**SUBTOTAL**

<b>COMPLETE FOSS BIG BOOK COLLECTION</b>	Priority: 1	
DELTA EDUCATION LLC Phone: 847-838-9689	ISBN: 9781592427772 Price: \$111.60 QTY: 65	\$7,254.00
<b>African Continent COMPASS POINT BOOKS</b>	Priority: 1	
COMPASS POINT BOOKS Phone: 877-371-1536	ISBN: 9780756536329 Price: \$67.36 QTY: 3	\$202.08
<b>Bailey's Book House CDW GOVERNMENT, INC.</b>	Priority: 1	
CDW GOVERNMENT, INC. Phone: 877-524-9367	ISBN: 2320071098960 Price: \$79.00 QTY: 100	\$7,900.00
<b>Order Total: \$15,356.08</b>		

<< Back Submit Order

- Check and verify the shipping address and contact person information.
- Check and verify the priority and quantity of the items you requested.
- Confirm the order by clicking on the **Submit Order** button.
- If your request requires approval from the administrator, your administrator will automatically receive a notification, asking for approval after the submission.
- Once the administrator approved and agreed on the information on the sign off sheet by clicking on the **I Agree** button (see Figure 18), your request is completed and received at ISBE (see Figure 19).

Figure 18: Sign Off Sheet

Illinois State Board of Education  
**Illinois Textbook Loan Program**  
 Grades 7 – 12

GARVY, J ELEM SCHOOL RCDTS: 150162990252214

**Sign Off Sheet**

I certify that to the best of my knowledge the said school or school district is in compliance with each of the following:

- The provisions of Titles VI of the Civil Rights Act of 1964
- Article X, Section 3 of the Illinois Constitution
- The provisions of 105 ILC 5/18-17, the law governing the program
- 23 Ill. Adm. Code 350, adopted regulations to administer 105 ILCS 5/18-17
- The compulsory attendance laws of Articles 26 of the School Code

I further certify that the signed parent/student requests for the loan of textbooks are on file at the school and that the textbooks will be provided to students in accordance with the administrative regulations required by the Illinois State Board of Education.

<< Cancel I Agree

Figure 19: View Cart/Order completed



**Illinois State Board of Education**

**Illinois Textbook Loan Program**

Grades 7 – 12

[HELP](#) | [ISBE HOME](#) | [LOGOFF](#)

GARVY, J ELEM SCHOOL
RCDTS: 150162990252214

- Home
- FAQ**
- Textbook Relocation
- Search Catalog
- View Cart/Order

**Confirmed Shipping Address and Contact Information**

**JULIE A MCGLADE**  
**GARVY, J ELEM SCHOOL**  
**5225 N OAK PARK AVE**  
**CHICAGO IL 60656-2139**

Phone: 7735341185  
 Summer Phone: 7735341185  
 Fax: 7735341124  
 Email: jamcglade@cps.k12.il.us

Order complete and submitted to ISBE  
 If changes necessary, contact staff at 217-782-0734

**Order Information**

		Pupils: 451	Available Fund: \$15,167.73	
		<b>SUBTOTAL</b>		
COMPLETE FOSS BIG BOOK COLLECTION				Priority: 1
DELTA EDUCATION LLC	ISBN:			
Phone: 847-838-9689	9781592427772	Price: \$111.60	QTY: 65	\$7,254.00
African Continent				Priority: 1
COMPASS POINT BOOKS	ISBN:			
Phone: 877-371-1536	9780756536329	Price: \$67.36	QTY: 3	\$202.08
Bailey's Book House				Priority: 1
CDW GOVERNMENT, INC.	ISBN:			
Phone: 877-524-9367	2320071098960	Price: \$79.00	QTY: 100	\$7,900.00
			<b>Order Total: \$15,356.08</b>	

After your request is received at ISBE, you will be able to search materials but will not be able to add additional items to your submitted order. If you need to make necessary changes to your recent request, please call ITLP staff at 217-782-0734.