

GLENBROOK HIGH SCHOOLS
Regular Board Meeting Monday April 27, 2009
District Business Office

TO: Dr. Craig Schilling

FROM: Kimberly L. Ptak

DATE: APRIL 27, 2009

RE: DOCUFIDE AND TEXTBOOK FOLLOW-UP

Background

Following are responses to questions raised by the board at previous board meetings related to bookstore prices and Docufide.

Price of Novels in Bookstore vs Competitors

At the April 13, 2009 board meeting during the textbook adoption discussion, the Board asked why the price of certain novels cost more in the bookstore than they would at Barnes and Noble or Borders.

Follett is charged list price from publishers on all new textbooks including novels. Retail stores such as Barnes and Noble and Borders often give incentive pricing on certain titles in an effort to get buyers into the store to purchase regularly priced novels in addition to discounted items. Recognizing there are options for lower priced textbooks whether it be from Amazon, retail stores or even a neighbor, the district has always sent out a summer letter to parents letting them know the title, ISBN and price of required textbooks. This gives families the opportunity to "shop around." It is estimated that 93% of required textbooks are still bought from the bookstore during booksale.

Docufide

As discussed at a February board meeting, Docufide is a product used to electronically request and process student transcripts. To obtain the best price per transcript from Docufide (\$3 a transcript as opposed to \$5) the district must prepay for a block of transcripts. Based on this, the question was raised as to how the district can prepay yet still pass the cost on to the students. Please see the following recommended process.

Alumni will follow a slightly different process and be charged Docufide's rate of \$5 per transcript.

ACTIVE STUDENTS

District pays for a block of transcripts at \$3 a transcript



Student goes into Docufide and requests a transcript. No payment is required at this time.



Student goes to bookstore and makes a payment of \$3 for the requested transcript. Money is deposited into district account used to make prepayment



Bookstore goes into Docufide and marks transcript request status as "paid."



Transcript request is then electronically routed to guidance department



Guidance reviews the transcript request and releases the transcript



District replenishes the prepayment block as needed

ALUMNI STUDENTS

Alum goes into Docufide and requests a transcript. Alum is charged \$5 at time of request.



Transcript request is electronically routed to guidance department.



Guidance reviews the transcript request and releases the transcript.