

## ESD MIDDLE AND UPPER SCHOOL TEXTBOOK ORDERING INFORMATION

ESD has once again contracted with MBS Direct, one of the largest mail order textbook suppliers in the country, for the fulfillment of our Middle and Upper School textbooks. With over 7 million books in their Columbia, Missouri facility, MBS created a program to help us provide our families access to new and used textbooks. This means you will have more control over your textbook order and more options on the delivery of your books and course materials. Here's how the program works for families receiving a textbook award:

- MBS Direct will maintain a current list of our courses and the books and materials that accompany those courses.
- You can access the Virtual Bookstore on-line at <http://bookstore.mbsdirect.net/esdallas.htm>.
- The store will open in July. You will receive notification when the store opens.
- Your login information, schedule and instructions will be emailed to you before the store opens.
- For students new to ESD, information will be sent to parent's email address.
- Your account will be credited with the total amount of your book award.
- Please remember that the book award covers books for the entire school year – if you exceed your textbook award, you will be responsible for the balance due at the time of purchase.
- Be sure to allow a reasonable time to order your textbooks as this will impact the costs of shipping which will be included in the total costs of textbooks.
- If you change your class schedule, you will be responsible for the return of the unused textbooks and for the shipping charges. Please be conscientious of your textbook order so that you are wisely using your allocated funds.
- If you lose textbooks during the year, you will be responsible for the costs of the replacement textbooks and shipping should you have already exhausted your book credit.
- Should you encounter any difficulties with your textbook order, please contact Joanne Nelson in the Eagle's Nest.
- Your textbooks will need to be returned to the Eagle's Nest Campus Store at the end of the year. Thus, taking good care of your books is greatly appreciated and will help future tuition assistance students.

The Virtual Bookstore can be accessed 24 hours a day from the date the store opens through June 1, 2019. The Virtual Bookstore will inform you of the availability of used books and optional materials, and will allow you to determine the best method of shipping.

*Office of Admission and Tuition Assistance, 214-353-5827*