

## St. Francis High School – Online Bookstore Information

The ESCO Online Bookstore for St. Francis will become available for ordering your 2011-2012 textbooks on Monday, August 8, 2011 at 3:00 a.m. (EST). The online website can be found at [www.sfhsbooks.com](http://www.sfhsbooks.com). For those who do not have internet access or who prefer not to order online, orders can also be placed by phone to ESCO Books at 888-228-6292. This option will become available on August 8 at 11:00 a.m. (EST). With both the online and phone options, you will need to have your schedule in hand when placing your order.

Free shipping is available for the first two weeks after the opening date, so you will have until midnight on August 19 to order with no shipping charges assessed. Therefore, we recommend that you try to have schedule changes done within that time frame. **Free shipping is available only on your first order. If you place a second order during the free shipping time frame you will be charged shipping.**

High School Counselor, Mrs. Beth Maday, will be available to make schedule changes beginning the week of August 1. An appointment book is currently available outside of her office for students/parents to sign up for a 30 minute time slot based on the following student grade levels:

Seniors	August 1-4 (Monday – Thursday) 10:00 a.m. to 3:00 p.m.
Juniors & senior football players	August 8-11 (Monday – Thursday) 10:00 a.m. to 3:00 p.m.
Sophomores	August 15-18 (Monday – Thursday) 10:00 a.m. to 3:00 p.m.
Freshmen	August 22-25 (Monday – Thursday) 8:00 a.m. to 3:00 p.m.
Open to all	August 26-Sept. 2 (Friday – Friday) 8:00 a.m. to 3:00 p.m.

(Available times this last week will vary due to mandatory GTACS meetings as we prepare for the new school year.)

These meeting times are for schedule changes so if changes are not needed then an appointment time is not necessary and textbooks can be ordered according to your original schedule.

For underclassmen, schedule changes generally only involve changing the time slots for your classes and not what class you are taking so do not affect the books that are needed. Unless you are planning to change to a totally different class than originally scheduled for, books can still be ordered during the free shipping time frame.

For any newly enrolled students to St. Francis High School who do NOT yet have their schedule, please contact Cindy Weber, Director of Admissions as soon as possible at 995-8425 or at [cweber@gtacs.org](mailto:cweber@gtacs.org) to set your appointment to create your class schedule.

ESCO's instruction sheet for ordering online is enclosed. Follow the steps to complete your order. If you have more than one high school student, you can place one order for all of your students. ESCO's Customer Service will be available by phone at 888-228-6292 from 11:00 a.m. to 8:00 p.m. (EST) to answer your questions during the online order process.

Remember, you do not need to order a textbook if you have one from an older sibling. However, you should check the website to make sure it is the same book. Also, returning 10<sup>th</sup> & 11<sup>th</sup> graders do not need to order the Rules for Writers book if you kept it from the prior year. Returning 12<sup>th</sup> graders do not need to order the MLA Handbook if you kept it from the prior year.

Please note that lab fees for all science classes, band/color guard, vocal music, culinary arts and some social studies classes are linked to each applicable class and should be selected as a "purchase". Even if there are no books linked to these classes are sure to select the lab fee so that you don't need to pay those separately after school starts. Retreat fees for 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> graders should also be selected as a "purchase" to avoid having to make a separate payment later. Some families who qualified for tuition assistance will be receiving a separate mailing regarding book scholarships.

If you sold books to ESCO during the book buyback, your credit should appear when you go through the check out process. If the credit does not appear on your account contact their Customer Service at 888-228-6292. If you missed the book buyback in June, you can still return your books for credit. Refer to the ESCO website or the FAQ flier for additional information. For questions regarding this memo, please contact Deb Quinlan at 995-8424 or by email at [dquinl@gtacs.org](mailto:dquinl@gtacs.org). She will be available on or after August 8. For questions regarding your schedule, please contact Mrs. Maday at 995-8441 or by email at [bmaday@gtacs.org](mailto:bmaday@gtacs.org) or stop in to schedule an appointment. She will be available on or after August 1.