



ST. JOHNS COUNTY SCHOOL DISTRICT
Instructional Resources and Media Services

10 Hildreth Drive
St. Augustine, Florida 32084
Telephone (904) 547-3947 FAX (904) 547-3950

Kimberly Clark-Dixon
Director

MEMORANDUM

TO: Dual Enrollment Students & Professors

FROM: Kim Dixon, Director of Instructional Resources and Media Services

DATE: July 23, 2015

SUBJECT: Conditions Related to Textbooks for Dual Enrollment with SJRSC

St. Johns County is proud of you for earning the opportunity to participate in the dual enrollment coursework offered by St. Johns River State College. The cost of college textbooks are a significant expense as you will discover after you graduate from high school. As a high school student you have the privilege of having these materials to use for free during the course, but at the end they must be returned.

The St. Johns County School District reuses these materials for other students and it is imperative you return them **during the designated times**. If you miss the deadline, we are forced to purchase books we would not need otherwise. **Therefore, if you return the books late you will be charged a late fee of \$10.00 per book, per day.**

The school district is not responsible for the cost of consumable materials for dual enrollment coursework. Those materials include items such as: lab manuals, solution manuals, and study guides. If any of those materials are available we will check them out for your use. However, you are not to write inside any of these materials loaned to you. SJRSC has instructed their professors to allow you to write answers on separate sheets of paper. Please identify yourself as a high school student to your professor and show them this letter so they know you are not to write in these materials. This is your responsibility as a dual enrollment student. If you write in the materials you will be responsible for the entire cost.

As a review here are the important points for you to remember.

Dual enrollment information and due dates are listed on our website. **Late return fee is \$10.00 per book, per day.**

<http://www.stjohns.k12.fl.us/media/dual/>

Textbooks are to be picked up and returned to the Fullerwood Center, 10 Hildreth Drive, St. Augustine, Fla. during the days and hours identified through your dual enrollment contact. That same information is available on the SJRSC dual enrollment website. (<http://www.sjrst.edu/dual.html>) If you lose or damage the book you will be charged the full replacement price.

It is your responsibility to speak to your professor about your inability to write in lab manuals, solution manuals, or study guides.

If you have any questions, please feel free to contact our office at 904-547-3947.

"The Instructional Resources and Media Services Department will develop, implement, and improve district wide instructional technology, resources and media services that enhance teaching, foster learning, and develop essential life skills for all students."