Curriculum

Why use the Curriculum Catalog?

 Our curriculum “catalog” is actually a compilation of our most popular/frequently ordered items. They are also items with which our families have enjoyed success as these items were designed for home use, and it is likely that our consultants are experienced in how to effectively teach with these materials and answer any questions that arise. It is our goal to keep catalog items “in stock” minimizing your wait time for receiving materials. These items have also been through a formal adoption process and no further review is required.

How do I request items from the catalog?

1. Go to: threereivershomelink.rsd.edu
2. Find the tab that says “Academics”
3. Choose: “Curriculum”
4. Choose “Curriculum Catalog”
	1. This will open the curriculum catalog in an excel spreadsheet.
	2. Make sure that you fill out the learning plan skeleton completely.
	3. Click on the tabs for the subjects.
	4. Use a 1 in the quantity column to indicate what you are requesting.
	5. Save the file as lastname.firstname.date smith.Liam.02152021
	6. Email the attachment to your consultant for approval.
	7. You will get a reply from the curriculum department as we process the order.
	8. Please check the reply and let us know if there are any changes we need to make.
	9. If you don’t receive an order confirmation within a week, please reach out to your consultant.

What if what I want isn’t in the catalog?

 You are welcome to fill out a P-Request. Ask your consultant for a copy. If the item you are requesting has already been through the adoption process we will process your order. If it hasn’t been previously approved we will provide you with the appropriate form (Instructional Materials) or (Core Materials Adoption). Those forms will be reviewed periodically by a team of teacher/consultants and the curriculum team. In the meantime, you can select alternative items from our catalog.  You are welcome to purchase items on your own, but please note that in order to include the curriculum in your written student learning plan and to count for hours, the curriculum must be secular.

What if I want curriculum to teach over the summer or start before the first day of school in the Richland School District?

 You will be responsible to provide any materials needed during the time that RSD is not in session. It is part of the ALE guidelines that curriculum provided by the district is used for the school year for which the written student learning plan (WSLP) was created.

When will we receive our curriculum items?

We encourage families to complete their curriculum requests through the consultants as soon as possible in the spring to ensure we have all required materials ready to go prior to school beginning in the fall. Families are notified once their order is ready for pick-up. The estimated time for curriculum pick-up varies between the end of June and mid-August for orders that are received when then window opens. Please note that there can be delays when items aren’t available (backordered) from the vendors. Catalog orders are our first priority to fulfill and then we move on to items that are ordered through a P-request. P-requests take longer to process than store orders as there is a different purchasing process that we have to follow through the district purchasing procedures.