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Dear St. Mary's Middle School Student/Parent,

It's time to order your textbooks for the 2009/2010 school year!

Included in this document is a list of instructions for ordering online through our website and a required textbook list/order form. This order form lists the required courses for middle schoolers for the 2009-2010 school year, with required titles for each course listed. This order form may be used as a guide to navigate our textbook website (www.burkestextbook.com) to order your textbooks. If you would prefer NOT to order texts through our website, you may fill out the order form provided and fax or mail it to us. (All orders are processed in the order in which they are received, regardless of how they are received.) If you are filling out the order form, please mark clearly the titles you will need and whether you would prefer new or used copies of textbooks. Also fill out ALL of the information at the bottom of the form, including payment information and voucher information (if you traded in textbooks).

Payment is required when you place your textbook order. Online orders may be paid by Visa, MasterCard, Discover, or Paypal (see order instruction on next page). If you need to pay by check or cash, please contact us at 278-7484. **Orders will not be processed until payment is received.**

All orders will be processed, the books will be pulled and packed for you, and will be available for pickup at the school. The Middle school book orders will be delivered to the student's homeroom. The Upper School book orders may be picked in the gym on registration day, **Thursday, August 6th**. Any necessary changes (returns, exchanges, additions) to your order will be made at that point.

In order to guarantee that your books will be ready for pickup, **ALL ORDERS MUST BE PLACED BY AUGUST 1st**. And remember: for some titles there is a limited supply of used copies available. The sooner you place your order, the better chance you will have to purchase used copies.

If you have any questions concerning the ordering of textbooks, please contact Cheryl Mesler at 901-278-7484 or burkes@netten.net.

Sincerely,

Cheryl Mesler

INSTRUCTIONS FOR ORDERING ONLINE FOR ST. MARY'S MIDDLE SCHOOL

📖 Go to www.burkestextbook.com or follow link from main website.

📖 **Click on View Courses and Place Order**

📖 **Student Information:** Enter the student's grade for 09/010 and name. Click [Verify Information](#)

📖 **Verify Student Information:** If this information is correct click [Continue to Title Selection](#).

***If you need to place an order for another middle school student, you will have an opportunity to add that student. Upper school orders will need to be placed separately through the Upper School link on the first page of the website.

📖 **Course Selection:** (For 5th Graders, you will be taken directly to Title Selection). For 6th, 7th, & 8th grade, you will see listed are all of the courses for your grade that require textbooks. Click to choose the English, Literature, Science, Math, and Social Studies courses listed for each grade. You will need to choose your child's assigned Foreign Language course (Spanish, Latin, French, or Mandarin). When you are satisfied with your course selections, click [View Selected Course Titles](#).

📖 **Title Selection:** All required titles for the student's grade will be listed. Choose the titles you wish to order by clicking the **Select** button beside each title. In some instances you may choose between a new and used copy. (Used copies of titles are listed as a **separate item** with "USED" appearing after the title.) After you have made your selections, click on [View or Add Items to Cart](#). If you make changes to any books that you have selected, hit the [Reset Form](#) button at the bottom of the page. When you are satisfied with the books you have chosen, click the [View or Add New Items to Cart](#) button.

***If an any point during the order process you wish to cancel the order and leave the site or start over, click on the [Return to School Menu](#) button at the bottom of each page.

📖 **View Cart:** This screen will show all titles you have chosen for this particular student. You may remove titles by clicking the box in the Remove column and clicking [Update Order](#). If you need to choose another title or course, click the appropriate buttons. When you are satisfied with the titles in your cart, click [Continue to Registration & Checkout](#). If you need to place an order for another **middle school** student, click the [Enter New Student](#) button. This will start a new order for another student. Continue through the order process as before. The additional student's book will be added to your cart. When you are satisfied with the items in your cart, click [Continue to Registration & Checkout](#) to proceed to submit your order.

📖 **Account Registration:** Enter your email address and click [Verify Information](#).

📖 **Account Registration:** Enter all of the information requested. If you traded in textbooks, there is a space to enter the voucher number and amount to be deducted from your order. After you have entered this information, click [Verify Information](#). The next page will show the information you have entered. If you need to make changes, click [Return to Registration Form](#); if you are satisfied with the information click [Continue to Checkout](#).

📖 **Checkout:** This is a final list of all titles you wish to order, with prices and order total minus any voucher credits. You may click [Return to View Cart](#) to make changes. If you wish to cancel the order, click [Return to School Menu](#). To finish, click [Submit Order](#).

📖 **Submit Payment:** This page displays the order that you have submitted. However, your order is not complete until you proceed to our secure Burke's PayPal site for payment. Click on the PayPal link at the bottom of the page to enter your payment information.

IMPORTANT: You DO NOT have to login to PayPal to pay for this order. The easiest way to enter your payment information is to go to the bottom of the page where it says "**Don't Have a Paypal Account?**" and click [Continue](#) to enter your credit card information. Again, you DO NOT have to login to PayPal to complete this transaction. After you finish entering your credit card information and submit your payment, you will be returned to our site. If you would prefer to make other payment arrangements (cash, check, credit card by phone) please call immediately. **YOUR ORDER WILL NOT BE COMPLETED UNTIL PAYMENT HAS BEEN RECEIVED.**

After you have placed your order, you will receive an email confirmation. This email will contain all of your order information, as well as a unique password to log in to our site and view the status of your order. Your order will be available for pickup at the school in your homeroom. If you need to make any changes to your order before the pickup day, please call.

This will complete the order process. If you have any questions concerning any part of the ordering process, please call Cheryl Mesler at 901-278-7484.

St. Mary's Middle School Textbook List/Order Form 2009/2010

You may use this list as a reference to order your books from our website at www.burkestextbook.com or you may fill out this order form and fax or mail it in. **Payment is required at the time that the order is placed.** If you are using this order form to place your order, please fill in the "Quantity to Order" column plus all order information at the bottom of this form. Titles marked *** indicate that this is a new title and/or edition for this course for St. Mary's. In grades 6,7,&8, please choose assigned Foreign Language class.

Quantity To order	TITLE	ISBN	PUBNAM	EDITION	NEW PRICE	USED PRICE
FIFTH GRADE						
Course Name: 05 Spanish						
_____	<i>Como te va Level 1 Audio Activities</i>	0078605504	Glencoe		10.00	
_____	<i>Como te va Level 1 Workbook</i>	0078605490	Glencoe	04	15.00	
Course Name: 05English/05Literature						
_____	<i>English Comp & Grammar: Intro Course</i>	0153117303	Harcourt Brace	Benchmark/		25.00
_____	<i>Wordly Wise 3000 G/5</i>	083882823X	EPS	06	14.00	
_____	<i>Elements of Writing: English Workshop 2nd Course</i>	0030971756	HRW	1995	29.00	
_____	<i>Freedom Train</i>	0590436287	SCHOLASTIC	87	5.99	
_____	<i>Prentice Hall Literature: COPPER</i>	0136917267	PRENTICE HALL	91		35.00
_____	<i>Letters from Rifka</i>	0312535619	Penguin	1993	6.99	
Course Name: 05 Mathematics						
_____	<i>McGraw Hill Mathematics 5 Student Text</i>	0021001286	McGraw Hill	02	89.00	55.00
_____	<i>McGraw Hill Mathematics 5 Workbook</i>	0021002878	MCGRAW-HILL	2002	12.00	
Course Name: 05 Science						
_____	<i>ScienceSaurus</i>	0669481920	Great Source	02	39.00	
SIXTH GRADE						
Course Name: 06 Latin						
_____	<i>Minimus: Starting Out in Latin</i>	0521659604	Cambridge	2000	23.00	
Course Name: 06 Spanish						
_____	<i>Como te va: Nivel Azul Level B Textbook</i>	0078769752	Glencoe	07	79.00	
_____	<i>Como te va Nivel Azul Level B Workbook</i>	0078605563	Glencoe	07	15.00	
_____	<i>Como te va Nivel Azul Level B Audio Activities WB</i>	0078605571	Glencoe	07	10.00	
Course Name: 06Mandarin						
_____	<i>Get Talking Chinese: Mandarin Chinese for Beginner</i>	0756629020	DK Publishing	07	12.99	
Course Name: 06English/06Literature						
_____	<i>Elements of Writing:English Workshop: Third Course</i>	0030971764	HOLT RHINEHART WINSTON		29.00	
_____	<i>Wordly Wise 3000 G/7</i>	0838828256	Educators Publishing Serv	97	14.00	
_____	<i>English Comp & Grammar:2nd Course</i>	015311732X	HOLT RHINEHART WINSTON	Benchma/88		25.00
_____	<i>Be a Better Reader Level D</i>	0130238716	Globe Fearon	2003	29.00	
_____	<i>Prentice Hall Literature: BRONZE</i>	0136984991	PRENTICE HALL	89		35.00
_____	<i>Christmas Carol</i>	0486268659	Dover		1.00	
_____	<i>Watsons Go to Birmingham</i>	0440414121	Bantam		6.99	
Course Name: 06Mathematics						
_____	<i>McGraw Hill Mathematics 6</i>	0021001294	Mcgraw	02	89.00	55.00
Course Name: 06Science						
_____	<i>ScienceSaurus (should have from previous year)</i>	0669481920	Great Source	02	39.00	
Course Name: 06Social Studies						
_____	<i>*** Ancient World Textbook</i>	0132041448	PRENTICE-HALL	2008	34.00	
SEVENTH GRADE						
Course Name: 07English/07Literature						
_____	<i>Vocab From Classical Roots B</i>	0838822541	EPS		15.00	
_____	<i>Elements of Writing: English Workshop: 4th Course</i>	0030971772	HOLT RHINEHART WINSTON	95	29.00	
_____	<i>Vocab from Classical Roots A</i>	0838822525	EPS	EPS	15.00	
_____	<i>Warriner's High School Handbk</i>	0030540097	HOLT RHINEHART WINSTON	92	49.00	
_____	<i>Prentice Hall Literature GOLD</i>	0136985564	PRENTICE HALL	89		35.00
_____	<i>To Kill a Mockingbird</i>	0446310786	WARNER		7.99	
Course Name: 07Latin A						
_____	<i>Cambridge Latin Course Unit 1</i>	0521004349	Cambridge University Pr	01	32.00	
_____	<i>D'Aulaires Book of Greek Myths</i>	0440406943	Delacorte	03	19.95	

Quantity To order	TITLE	ISBN	PUBNAM	EDITION	NEW PRICE	USED PRICE
Course Name: 07 Spanish A						
	<i>Expresate! Level 1 Text</i>	003045204X	HRW	08	99.00	55.00
	<i>Cuentos y Cultura Reader Level 1</i>	0030796326	HRW		24.00	
Course Name: 07Mandarin A						
	<i>Happy Chinese (Kuaile Hanyu) Student WB I</i>	7107205161	People's Education	04	24.00	
	<i>Happy Chinese (Kuaile Hanyu) Student Book I</i>	7107171267	People's Education	04	22.00	
	<i>Happy Chinese (Kuaile Hanyu) Level I CD</i>		People's Education	04	11.00	
Course Name: 07Mathematics						
	<i>Pre-Algebra: An Integrated Approach</i>	0028332407	GLENCOE/MC-GRAW HILL	1999	92.00	55.00
Course Name: 07Science						
	<i>ScienceSaurus (should have from previous year)</i>	0669481920	Great Source	02	39.00	
	<i>Glencoe Life Science</i>	0078617022	Glencoe	05	99.00	59.00
Course Name: 07Social Studies						
	<i>American Journey</i>	0078241294	Glencoe	03	99.00	55.00
	<i>Warriors Don't Cry</i>	1416948821	Pocket Books	95	6.99	
EIGHTH GRADE						
Course Name: 08 Algebra 1						
	<i>Algebra Structure & Method Book 1</i>	0395977223	Houghton Mifflin	CLASSIC	95.00	45.00
Course Name: 08 French 1						
	<i>Bon Voyage Level I Text</i>	0078791448	Glencoe	2008	95.00	59.00
	<i>Bon Voyage Level I WB/Lab Manual</i>	007865632X	Glencoe	2008	29.00	
Course Name: 08 Latin 1						
	<i>Cambridge Latin Course Unit 2</i>	0521004306	Cambridge University Pres	01	32.00	
	<i>Cambridge Latin Course Unit 3</i>	0521894700	Cambridge University Pr	02	54.00	35.00
Course Name: 08 Mandarin I						
	<i>Happy Chinese (Kuaile Hanyu) Student Book I</i>	7107171267	People's Education	04	24.00	
	<i>Happy Chinese (Kuaile Hanyu) Student WB I</i>	7107205161	People's Education	04	22.00	
	<i>Happy Chinese (Kuaile Hanyu) Level I CD</i>		People's Education	04	11.00	
Course Name: 08 Spanish 1						
	<i>Expresate! Level 1 Text</i>	003045204X	HRW	08	99.00	55.00
	<i>Cuentos y Cultura Reader Level 1</i>	0030796326	HRW		24.00	
Course Name: 08English/08Literature						
	<i>Elements of Writing: English Workshop 5th Course</i>	0030971780	HOLT RINEHART WINSTON	95	29.00	
	<i>Vocab From Classical Roots C</i>	0838822568	EPS	90	15.00	
	<i>Warriner's High School Hndbk (should have from Gr 7)</i>	0030540097	HOLT RHINEHART WINSTON	92	49.00	
	<i>Prentice Hall Literature GOLD (should have from Gr 7)</i>	0136985564	PRENTICE HALL	89		35.00
	<i>Jane Eyre</i>	0486424499	Dover		3.50	
Course Name: 08Science						
	<i>ScienceSaurus (should have from previous year)</i>	0669481920	Great Source	02	39.00	
	<i>Glencoe Physical Science</i>	0078600510	Glencoe	05	99.00	59.00
Course Name: 08Social Studies						
	<i>American Journey (should have from grade 7)</i>	0078241294	Glencoe	03	99.00	55.00
	<i>Bull Run</i>	0064405885	Harper	93	4.99	

Student Name _____ Grade _____

Parent/Guardian Name _____

Address _____ City/State/Zip _____

Telephone # _____ Email _____

Visa, Mastercard, Discover # _____ ExpDate _____

I would prefer ___ new ___ used (if available) books.

Textbook Voucher # _____ Amount\$ _____ (if you traded in textbooks at the end of the year)

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