

We are now accepting Course Pack submissions; please send in as early as possible to ensure a quick turn around time!

Deadline for Semester 1 2023-2024 Course Pack Submission

- 📖 **June 23rd, 2023**– Regular Submission (any orders received after this deadline will **not** be guaranteed to arrive for September 5th)

Important Information to remember about Course Pack Submission

- 📖 The Course Pack Order Form needs to be completely filled out for **EACH** order.
- 📖 Source list & Bibliography sheets are to be included for all new and refurbished course packs
- 📖 Master copy is in excellent quality and will be returned after production
- 📖 Budget code & Principals signature are required for every order
- 📖 Contact Information – Put the full name of the person submitting it and a number where you can be reached for any questions
- 📖 Please make sure to check your Board email account periodically in case of any communications with regards to your pack

For more detailed assistance on the processing of your course packs please refer to The Courseware Development and Information Guide and Courseware Information brochure located (<https://bww.yrdsb.ca>) found under Printing Services Department. You can also email us at Julie.wall@yrdsb.ca and we will be happy to send you the information you require.

How to send Course Packs to Courseware

- 📖 All course packs can be sent to **Courseware – EC Newmarket** via inter office Courier
- 📖 Reorders can be emailed to us at courseware.yrdsb.ca (please remember to include course pack file name on the order form)

Upon Order Arrival

Please remember to **check and count all of your received orders** to make sure there are no errors. If you find any discrepancies in your order, call courseware **immediately** so that we can rectify your problem.

A yellow receipt copy for school records of your Course Pack Order Form will accompany your shipment and should be given to your school secretaries.

If you have any questions, please feel free to contact us.
Thanking you in advance for your assistance & cooperation.
905-895-7227, 905-727-0022 ext. 3686

We are located at the Centre for Leadership and Learning (CLL), EC Newmarket.