

# Fall 2025 Dual Enrollment (DE) Textbook Quick Guide

 **Request DE Textbooks:** <https://www.stjohns.k12.fl.us/media/de-textbook-requests/>

(Log in with your **high school Microsoft Office credentials**, not your college login.)

 **Trouble accessing the order form?**

**DE Textbook Troubleshooting Request:** <https://forms.office.com/r/fuUb2uWxQD>

---

## Key Dates

- **Now:** DE Textbook Request form is open
  - **August 4, 2025:** Processing of requests begins
  - **August 11, 2025:** First day of school for SJCSD
  - **August 25, 2025:** First day of school for SJRSC
  - **October 1, 2025:** Deadline to pick up requested materials before they are returned to inventory
  - **December 16, 2025 (4:30 PM):** All DE textbooks due back to avoid late fines
- 

## Pickup & Return Location

**Media Services Office – 3015 Lewis Speedway, Unit #3  
St. Augustine, FL 32084**

- Only a **parent/guardian listed in Home Access Center** can pick up materials
  - **Access codes must be picked up in person** (not emailed)
  - Return unused access codes
- 

## Fines & Restrictions

- Pay all outstanding **DE textbook fines** before pickup
- **Cash** (exact amount), **money order**, or **check** (payable to St. Johns County School District) accepted

- Students with unreturned books from **Fall 2024/Spring 2025** will not receive new materials until all books are returned and fines are paid
- 

#### **Return Notes**

- Materials not picked up by **October 1, 2025**, will be returned to inventory
- Return books promptly after final exams
- If books were picked up from **SJR State** or **UNF** bookstores at the direction of SJCSD, they must be returned to the **Media Services Office**