



## 2020 NEW YORK CITY ORDERING GUIDE

We strive to make ordering an easy process for your school. This ordering guide will walk you through the steps of planning and purchasing.

**No Tears Learning Inc. dba Learning Without Tears**

**Vendor Number: HAN799871**

**Contract Number: 7000821**

### Purchase Planning

SHOPDOE is a purchasing planning portal for NYCDOE personnel for products and services offered by DOE contracted vendors. Through SHOPDOE, DOE personnel can view, create or save shopping list(s).

When you land on [www.shopdoe.com](http://www.shopdoe.com) enter your username and password, then click sign in.

1<sup>st</sup> field enter No Tears Learning, Inc.

2<sup>nd</sup> field leave All Products

### Placing an Order

If in SHOPDOE, you may send your shopping list to FAMIS or you may go to the FAMIS portal to place orders. For non-contracted items, buy directly through Learning Without Tears.

### Shipping and Handling

When using the Textbook Contract or NYSTL funds, you do not have to add shipping and handling to the PO. Only materials reviewed and approved by the New York City Department of Education are available under the Textbook Contract. These items and the prices can be found at [www.SHOPDOE.com](http://www.SHOPDOE.com).

### Submitting Your Purchase Order

All orders are sent electronically by the New York City Department of Education. When we receive a PO that does not comply with the terms of our NYC contract or DOE funding regulations, we must contact the school issuing the PO. This process can delay the receipt of your order.

### Questions?

For questions regarding any purchasing procedures or FAMIS Portal applications, view our FAQs or call the Finance Service Center team assigned to your school. You can also contact the Client Services team at 718.935.5000.

### What is the difference between a WO form and a WR form?

WR forms are used for contracted items only.

WO forms are used for non-contracted items.

### If items are not approved for NYSTL funding, can schools get contracted pricing?

If an item is under contract but not NYSTL approved, it does get contracted pricing.

Contact your New York City representative for more information or for help placing your order.

### Customer Outreach

[customeroutreach@LWTears.com](mailto:customeroutreach@LWTears.com)

888.983.8409



Code	FAMIS Item Number	Product	Description	Grades	Price	Qty	Total \$
<b>Pre-K Teacher's Guide and Student Editions</b>							
MFSB-12	902311042	★ <i>My First School Book</i>	activity book	Pre-K	\$9.18		
MFSB-20		<i>My First School Book</i>	activity book	Pre-K	\$12.65		
BSET-20		My First Book Set (includes <i>My First School Book</i> + <i>My First Lowercase Book</i> )	activity book set	Pre-K	\$15.35		
TGPK-GSS21		Get Set for School Pre-K Teacher's Guide Set (2-volume teacher's guide for complete Get Set for School program)	printed guides	Pre-K	\$247.50		
TGRW-16	902311050	★ <i>Readiness &amp; Writing Pre-K Teacher's Guide</i>	teacher's guide	Pre-K	\$19.27		
IMBK		<i>My Book</i>	20 pages	Pre-K	\$4.35		
CMBK		<i>My Book Classroom Set</i>	10 books	Pre-K	\$41.25		
IKMN		<i>I Know My Numbers Individual Set</i>	10 booklets	Pre-K	\$7.65		
CKMN		<i>I Know My Numbers Classroom Set</i>	10 sets of 10 booklets	Pre-K	\$72.55		
<b>Transitional Kindergarten Teacher's Guide and Edition</b>							
KSK-18	902630423	★ <i>Kick Start Kindergarten</i>	student edition	Trans K	\$8.66		
TGKSK-18	902630431	★ <i>Kick Start Kindergarten Teacher's Guide</i>	teacher's guide	Trans K	\$12.60		
<b>Kindergarten Teacher's Guide and Editions</b>							
LN-18	90263044x	★ <i>Letters and Numbers for Me</i>	student edition	K	\$8.66		
KEYK		Keys for Me	1-year student license	K	\$6.00		
TGLN-18	902630458	★ <i>Letters and Numbers for Me Teacher's Guide</i>	teacher's guide	K	\$12.60		
BWA-18		<i>Building Writers A</i>	student edition	K	\$9.35		
<b>1st Grade Teacher's Guide and Editions</b>							
MPB-18	902630466	★ <i>My Printing Book</i>	student edition	Gr. 1	\$8.66		
KEY1		My Keying Board	1-year student license	Gr. 1	\$6.00		
TGMPB-18	902630474	★ <i>My Printing Book Teacher's Guide</i>	teacher's guide	Gr. 1	\$12.60		
BWB-18		<i>Building Writers B</i>	student edition	Gr. 1	\$9.35		
<b>2nd Grade Teacher's Guide and Editions</b>							
PP-18	902630482	★ <i>Printing Power</i>	student edition	Gr. 2	\$8.66		
KEY2		Key Power	1-year student license	Gr. 2	\$6.00		
TGPP-18	902630490	★ <i>Printing Power Teacher's Guide</i>	teacher's guide	Gr. 2	\$12.60		
CK-18		<b>NEW!</b> <i>Cursive Kickoff</i>	student edition	Gr. 2	\$12.65		
TGCK-18		<b>NEW!</b> <i>Cursive Kickoff Teacher's Guide</i>	teacher's guide	Gr. 2	\$19.75		
BWC-18		<i>Building Writers C</i>	student edition	Gr. 2	\$9.35		
<b>3rd Grade Teacher's Guide and Editions</b>							
CH-18	902630504	★ <i>Cursive Handwriting</i>	student edition	Gr. 3	\$8.66		
KEY3		Keyboarding	1-year student license	Gr. 3	\$6.00		
TGCH-18	902630512	★ <i>Cursive Handwriting Teacher's Guide</i>	teacher's guide	Gr. 3	\$12.60		
BWD-18		<i>Building Writers D</i>	student edition	Gr. 3	\$9.35		
<b>4th Grade Teacher's Guide and Editions</b>							
CS-18	902630520	★ <i>Cursive Success</i>	student edition	Gr. 4	\$8.66		
KEY4		Keyboarding Success	1-year student license	Gr. 4	\$6.00		
TGCS-18	902630539	★ <i>Cursive Success Teacher's Guide</i>	teacher's guide	Gr. 4	\$12.60		
BWE-18		<i>Building Writers E</i>	student edition	Gr. 4	\$9.35		
<b>5th Grade Teacher's Guide and Editions</b>							
DC-18	902652826	★ <i>Can-Do Cursive</i>	student edition	Gr. 5+	\$8.66		
KEY5		Can-Do Keyboarding	1-year student license	Gr. 5+	\$6.00		
DP-13	902311182	★ <i>Can-Do Print</i>	student edition	Gr. 5+	\$9.18		
BWF-18		<i>Building Writers F</i>	student edition	Gr. 5	\$9.35		

★ These products are under contract. For information on contracted or 2013 editions, contact [customeroutreach@LWTears.com](mailto:customeroutreach@LWTears.com).

Code	Item Number	Product	Description	Grades	Price	Qty	Total \$
<b>Get Set for School Pre-K Materials</b>							
ABCTFC		A-B-C Touch & Flip® Cards	53 cards	Pre-K	\$24.15		
I23TFC-20		1-2-3 Touch & Flip® Cards	42 cards	Pre-K	\$18.65		
SAS		Stamp & See Screen®	4 stamps, magnetic screen	Pre-K	\$17.05		
RAD		Roll-A-Dough Letters®	tray, 18 cards, dough	Pre-K	\$21.95		
LIU		Line It Up™	bar, 52 Coloring and Letter Cards, 15 Story Cards	Pre-K	\$76.95		
SBOX		Sound Around Box™	magnetic box and pieces, 50 tiles, 6 activity plates	Pre-K	\$116.55		
WT	902311271	★ Word Time™	teacher's guide, word cards, puppet	Pre-K	\$82.06		
4SMS		4 Squares More Squares®	84 pieces, 12 double sided boards, activity book	Pre-K	\$98.95		
TB		Tag Bags®	30 bags, 36 tags, activity booklet	Pre-K	\$90.75		
MIX		Mix & Make Shapes™	70 multi-colored shapes	Pre-K	\$32.95		
<b>Pre-K and K Materials</b>							
WP		Wood Pieces Set for Capital Letters	26 wood pieces	Pre-K and K	\$36.25		
MAT		Mat for Wood Pieces	8½" x 11" mat	Pre-K and K	\$4.95		
LAM		Capital Letter Cards for Wood Pieces–Laminated	8½" x 11"	Pre-K and K	\$24.15		
MMBS	902311409	★ Mat Man Book Set	4 storybooks and poster (*individual storybooks also sold separately)	Pre-K and K	\$43.42		
MMH		Mat Man® Hands		Pre-K and K	\$4.95		
SSK	90231128X	★ Sentence School®	teacher's guide and Word Cards	K	\$62.74		
<b>Get Set for School Pre-K Classroom Kits</b>							
RW-KIT		<b>NEW!</b> Readiness & Writing Manipulative Kit (all the readiness and writing hands-on materials)	<b>\$552 value</b>	Pre-K	\$546.09		
RWMF-KIT		<b>NEW!</b> Readiness & Writing Kit with <i>My First School Book</i> (readiness and writing hands-on materials plus activity book (20), TG, and digital teaching tool)	<b>\$1,057 value</b>	Pre-K	\$751.97		
RWBSET-KIT		<b>NEW!</b> Readiness & Writing Manipulative Kit (all the readiness and writing hands-on materials)	<b>\$1,106 value</b>	Pre-K	\$795.79		
GSSMF-KIT		<b>NEW!</b> Pre-K Kit & Kaboodle Curriculum Kit with <i>My First School Book</i> classroom set of Pre-K hands-on materials plus activity book (20), TG set, student app, literature library, and digital teaching tool)	<b>\$2,570 value</b>	Pre-K	\$2,220.71		
GSSBSET-KIT		<b>NEW!</b> Pre-K Kit & Kaboodle Curriculum Kit with <i>My First School Book Set</i> (all the readiness and writing hands-on materials)	<b>\$105 value</b>	Pre-K	\$2,259.33		
BMM		Build Mat Man® Kit (Wood Pieces Set, Mat, Sing Along CD, Mat Man Book Set, and Mat Man Hands)	<b>\$2,521 value</b>	Pre-K and K	\$89.15		
<b>Music</b>							
SING		<i>Get Set for School: Sing Along CD</i>	music CD	Pre-K	\$15.35		
COUNT		<i>Sing, Sound &amp; Count With Me CD</i>	music CD	Pre-K	\$15.35		
ROCK		<i>Rock, Rap, Tap &amp; Learn CD</i>	music CD	K-2	\$15.35		
<b>Slate and Blackboard</b>							
SLT		Slate Chalkboard	4" x 6"	Pre-K-1	\$5.78		
BB		Blackboard with Double Lines	10" x 17"	Pre-K-4+	\$9.85		
<b>Paper</b>							
GB		Gray Block Paper	104 sheets	K-1	\$6.55		
BSP		Big Sheet Draw and Write Paper	100 sheets	K-1	\$8.25		
W100		Wide	100 sheets	K-1	\$4.13		
WIDE	902311344	★ Wide Ream	500 sheets	K-1	\$11.35		
R100		Regular	100 sheets	Gr. 2-3	\$4.13		
REG	902311352	★ Regular Ream	500 sheets	Gr. 2-3	\$11.35		
N100		Narrow	100 sheets	Gr. 4+	\$4.13		
NAR	902311360	★ Narrow Ream	500 sheets	Gr. 4+	\$11.35		
TAB		Double Line Chart Tablet	set of 2, 24" x 32" tablets	K-4+	\$32.95		
<b>Writing Journals</b>							
WJA-18	902630547	★ <i>Writing Journal A</i>	wide double lines, 80 pages	K	\$2.94		
WJB-18	902630555	★ <i>Writing Journal B</i>	wide & regular double lines, 80 pages	Gr. 1	\$2.94		
WJC-18	902630563	★ <i>Writing Journal C</i>	regular double lines, 80 pages	Gr. 2	\$2.94		
WJD-18	902630571	★ <i>Writing Journal D</i>	regular & narrow double lines, 80 pages	Gr. 3	\$2.94		
WJE-18	90263058X	★ <i>Writing Journal E</i>	narrow double lines, 80 pages	Gr. 4	\$2.94		
WJF-18	902630598	★ <i>Writing Journal F</i>	narrow double lines & single lines, 80 pages	Gr. 5	\$2.94		
<b>Classroom Kits</b>							
TKCLASS		Transitional K Classroom Kit	<b>\$398 value</b>	Trans K	\$383.90		
KCLASS		K Classroom Kit	<b>\$359 value</b>	K	\$350.90		
1-2CLASS		1st Grade Classroom Kit / 2nd Grade Classroom Kit	<b>\$255 value</b>	Gr. 1-2	\$240.90		
3-4CLASS		3rd Grade Classroom Kit / 4th Grade Classroom Kit	<b>\$241 value</b>	Gr. 3-4	\$229.90		
<b>HITT: The Handwriting Interactive Teaching Tool™</b>							
HITT-TK		HITT	(Handwriting Interactive Teaching Tool™)	Trans K	\$225.00		
HITT-K		HITT	(Handwriting Interactive Teaching Tool™)	K	\$225.00		
HITT-1		HITT	(Handwriting Interactive Teaching Tool™)	Gr. 1	\$225.00		
HITT-2		HITT for <i>Printing Power</i>	(Handwriting Interactive Teaching Tool™)	Gr. 2	\$225.00		
HITT-CK		<b>NEW!</b> HITT for <i>Cursive Kickoff</i>	(Handwriting Interactive Teaching Tool™)	Gr. 2	\$225.00		
HITT-3		HITT	(Handwriting Interactive Teaching Tool™)	Gr. 3	\$225.00		
HITT-4		HITT	(Handwriting Interactive Teaching Tool™)	Gr. 4	\$225.00		

\*Get HITT (The Handwriting Interactive Teaching Tool™) for as little as \$25 when you order a classroom set of student editions. Contact sales at 888.952.4968 or customeroutreach@LWTears.com.

Code	Item Number	Product	Description	Grades	Price	Qty	Total \$
<b>Teacher Kits (*If interested in a Teacher Kit with HIT for a classroom contact Sales at: 888.952.4968 or customeroutreach@LWTears.com)</b>							
TKTKITA		Transitional K Teacher's Kit A	\$89 value	Trans K	\$67.59		
KTKITA		K Teacher's Kit A	\$83 value	K	\$66.95		
1TKITA		1st Grade Teacher's Kit A	\$77 value	Gr. 1	\$61.26		
2TKITA		2nd Grade Teacher's Kit A (print)	\$64 value	Gr. 2	\$51.63		
CKTKITA		<b>NEW!</b> 2nd Grade Teacher's Kit A (cursive)	\$46 value	Gr. 2	\$34.79		
3TKITA		3rd Grade Teacher's Kit A	\$46 value	Gr. 3	\$34.79		
4TKITA		4th Grade Teacher's Kit A	\$46 value	Gr. 4	\$34.79		
<b>Wall Cards, Desk Strips, and Name Plates</b>							
WCCPK	902311298	★ Pre-K Color Wall Cards	36 8½" x 8½" cards	Pre-K	\$18.84		
CPWC	902311301	★ Color Print & Number Wall Cards	36 8½" x 8½" cards	Pre-K	\$18.84		
CNPS		Capital and Number Practice Strips	100 strips	Pre-K	\$5.45		
PLNP		Print Letter & Number Poster	34" x 24"	K-2	\$7.15		
COLNP		Color Name Plates	30 plates	K-2	\$10.62		
NP		Name Plates	30 plates	K-2	\$10.62		
PAS		Print Alphabet Desk Strips	4 strips per sheet	K-2	\$1.93		
CDC	90231131X	★ Cursive Wall Cards	B/W cards, 17.5' total	Gr. 3-5	\$7.97		
CAS		Cursive Alphabet Desk Strips	4 strips per sheet	Gr. 3-5	\$1.93		
DSS		Double Line Sentence Strips	100 strips	K-5+	\$7.65		
<b>Teaching Tools and Little Tools</b>							
SMM		Show Me Magnetic Pieces for Capitals™	magnetic board, 2 mats, 26 pieces	K	\$32.95		
HWSTEP		<i>Stepping into Handwriting: For Students Studying Elementary Education</i>				\$21.95	
FC		FLIP Crayons®	206 crayons	Pre-K	\$23.05		
FGS20		FLIP Crayons® Gift Set	20 mini packs of 5	Pre-K	\$17.55		
LCB		Little Chalk Bits	200 chalk bits	Pre-K-4+	\$6.55		
SC		Little Sponge Cubes	100 sponge cubes	Pre-K-4+	\$3.25		
PEN		Pencils for Little Hands	144 pencils	K-1	\$13.15		
<b>Extras and Assessments</b>							
BUN		Magic C Bunny Puppet		Pre-K-3	\$21.95		
DBLW		Double Line Writer	7¾" x 3" x 1½"	K-4	\$9.35		
TOOL16		The Print Tool® Evaluation & Remediation Package		K-4+	\$93.45		
TRP16		The Print Tool® Refill Package		for 25 students	K-4+	\$43.95	
<b>Translations</b>							
SPMPLE-13	902311190	★ <i>Mi Primer Libro Escolar</i>	activity book	Pre-K	\$9.18		
SPMPLE-21		<i>Mi Primer Libro Escolar</i>	activity book	Pre-K	\$12.65		
SBSET-21		<i>Mi Primer Libro Escolar Set</i> (includes <i>Mi Primer Libro Escolar</i> + <i>Mi Primer Libro Minúscula</i> )	activity book set	Pre-K	\$15.35		
SCK-18	90265814X	★ <i>Comencemos con Kinder</i>	student edition	Trans K	\$8.66		
SKLY-18	902658158	★ <i>Letras y Números para Mí</i>	student edition	K	\$8.66		
S1MLI-18	902658166	★ <i>Mi Libro de Escribir Imprenta</i>	student edition	Gr. 1	\$8.66		
S2EPI-18	902658174	★ <i>El Poder De La Imprenta</i>	student edition	Gr. 2	\$8.66		
S3EC-18	902658182	★ <i>Escribiendo Cursiva</i>	student edition	Gr. 3	\$8.66		
S4XC-18	902658190	★ <i>Éxito con Cursiva</i>	student edition	Gr. 4	\$8.66		
S3EC-18	902658204	★ <i>Domino Cursiva</i>	student edition	Gr. 5	\$8.66		
HS	902311263	★ <i>K'tav B'kalut</i> (Hebrew script)	student edition	Gr. 3+	\$9.18		

### Shipping & Handling:

**Individuals:** Subtotal under \$65, add \$6.50. Subtotal over \$65, add 10%.

**Schools:** Shipping included.

<b>Subtotal</b>		
<b>Shipping &amp; Handling</b>		
<b>Grand Total</b>		

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Digital Contact Name<sup>1</sup>: \_\_\_\_\_ Email: \_\_\_\_\_

<sup>1</sup>If ordering a digital product, an email address and technology contact name are required.

If you would like to pay by credit card visit us at [LWTears.com](http://LWTears.com)