



Program Information Guide

Nonpublic Textbook Program
Fiscal Year 2027

Division of Educator Effectiveness

October 2026

MARYLAND STATE DEPARTMENT OF EDUCATION

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Program Description

The Nonpublic Textbook ([NPTB](#)) Program provides secular textbooks and computer hardware and software for loan to participating nonpublic schools. School allocations are determined based on the percentage of students enrolled who qualify for free or reduced-price meals.

This program is the gateway to the Broadening Options and Opportunities for Students Today ([BOOST](#)) Scholarship Program and the Nonpublic Aging Schools Program ([NASP](#)).

AUTHORIZATION

Authorized in the fiscal year 2027 Budget Bill ([SB282](#)), see page 197

GRANT OVERVIEW

Name of Grant Program

Nonpublic Textbook ([NPTB](#)) program

Purpose

To provide nonpublic schools with secular textbooks and computer hardware/software for loan to students.

Dissemination

This program information guide was released on **October 20, 2026**.

Deadline

Applications due no later than 11:59 p.m. on December 31, 2026.

Grant Period

July 1, 2026 – June 30, 2027

Funding Amount Available

\$6,040,000 plus any unobligated funds from the Nonpublic School Health and Security (NSHS) program.

Estimated Number of Grants

Approximately four hundred (400).

ELIGIBILITY

Nonpublic schools that hold a certificate of approval from the State Board of Education or are registered as a church-exempt school; and licensed or registered childcare providers that operate an approved education program may be eligible for the NPTB program.

Submission Instructions

Applications must be submitted electronically through the [NPTB portal](#), no later than December 31, 2026, by 11:59 pm. This deadline is firm and will not be extended.

Program Contact**Christine Johnson**

Nonpublic Textbook Program Coordinator

Division of Educator Effectiveness

Phone: (410) 767-0444

nptextbook.msde@maryland.gov

State Responsibilities

MSDE is responsible for providing required information, data, documentation, and technical assistance to facilitate the grantee's performance of the work. MSDE program staff will be available and make every effort to support on demand additional assistance when requested throughout the grant period. In addition, MSDE will monitor program implementation throughout the grant performance period to ensure each council is on target to meet its goals and fully expend its awarded program resources.

Nonpublic School Responsibilities

The participating nonpublic school is responsible for the following:

- Obtaining a quote for requested items from an approved vendor, submitting quotes, and entering items through the Nonpublic Textbook online portal;
- Ensuring that items follow the allowable use of funds;
- Reporting receipt of approved textbooks and technology to MSDE promptly;
- Certifying that the savings on the cost of textbooks and computer hardware/software will be dedicated to reducing the costs for students; and
- Maintain appropriate shipment receipt records and inventory for audit purposes. Failure to do so may affect a nonpublic school's eligibility to participate in the program the following year.

Eligibility

This funding opportunity is limited to the nonpublic educational programs in Maryland:

- Nonpublic schools that hold a certificate of approval from the Maryland State Board of Education, or are registered with the Maryland State Department of Education as church-exempt; and
- Licensed or registered private childcare providers that operate an approved education program for students aged 2 - 4 years old.

NONPUBLIC SCHOOLS

Regulatory oversight of nonpublic schools serving kindergarten through 12th grade takes place through the [Nonpublic School Branch](#). To be eligible for the Nonpublic Textbook Program, schools must be approved or registered to operate a school in Maryland.

Designated special education nonpublic schools (approved under Code of Maryland Regulations [COMAR 13A.09.10](#)) apply to the Nonpublic Textbook Program as a pass-through instrument to access other funding programs. Because they receive local funds for student placements, these schools do not receive a funding allocation through this program. They are considered “approved”, but not “participating”. Therefore, schools approved under [COMAR 13A.09.10](#) will not receive funding through the nonpublic textbook program.

For questions about whether your school is an approved or registered school in Maryland, visit the [Nonpublic Schools webpage](#). Contact information can be found at the bottom of the webpage.

EDUCATIONAL PROGRAMS IN NONPUBLIC NURSERY SCHOOLS

Nonpublic nursery schools that hold a child care center license, letter of compliance, child care home registration, or other approval document, as applicable, that certifies approval to operate an educational program, are eligible to apply for the Nonpublic Textbook Program. Approval of education programs operated by private childcare providers takes place through the [Division of Early Childhood](#). The requirements for approval are set forth in [COMAR 13A.16.16](#) (Child Care Centers), [COMAR 13A.17.14](#) (Letters of Compliance), and [COMAR 13A.18.13](#) (Large Family Child Care Homes).

Programs that are participating in the [Prek Expansion Grant](#) are also eligible to apply. Requirements for Prek programs are described in [Education Article §7-1A-04](#).

If a licensed child care provider is not currently operating an approved education program but would like more information, please contact the [regional licensing office](#) for information. Or, contact the Office of Child Care-Licensing directly by reaching out to Sherry Tsigounis, at (410) 767-6786 or sherry.tsigounis@maryland.gov.

Awards and Funding Allocation

AWARD NOTIFICATION

Notification of approval of participation, as well as the funding allocation, will be sent to schools by email notification from noreply.msde@maryland.gov on a rolling basis. Be sure to stay vigilant in the email inbox you indicated as the designated email address for communication (see sample email below). All notifications will be sent to the designated email address for your school.

Re: [REDACTED] - The Governor's School - nsde@maryland.gov

Subject: Re: Nonpublic Textbook Program, **Eligible**

Dear [REDACTED],

Thank you for completing the registration form for the Nonpublic Textbook Program.

This email confirms that your nonpublic school is **eligible** to apply and that your contact information has been submitted.

For more information, visit the Nonpublic Textbook Program [webpage](#).

You're not done yet! In order to be considered for funding, you must continue with the application process by clicking on the following link:

<https://nptb.msde.maryland.gov/OnlineSchool/ConfirmationForApplication?an=1&anuecid=e5e3088e-e965-45bf-a9af-8c298687d0a5&code=onzNva9gyEagNuSaCMj1Yw&nsid=2&nffid=>

Thank you,

Nonpublic Textbook Program

nptextbook.msde@maryland.gov

FUNDING ALLOCATION

Funding allocations will be determined using the following formula based on the percentage of student enrollment who come from families whose household income would qualify them for the Free and Reduced Meals (**FARMS**) program.

Category	Funding Amount Per Eligible Student
Less than 20% of the total enrollment of eligible students are eligible for free or reduced-price meals	\$65 per eligible student
Between 20-40% of the total enrollment of eligible students are eligible for free or reduced-price meals	\$95 per eligible student
At least 41% of the total enrollment of eligible students are eligible for free or reduced-price meals	\$155 per eligible student

Funds will be awarded to complete applications submitted on a first-come, first-served basis until all funds are obligated.

Use of Funds

Funds must be used for the purchase of textbooks or computer hardware and software and other electronically delivered learning materials for loan to eligible students. Items must be secular in character and acceptable for use in any public elementary or secondary school in Maryland.

MSDE supports the use of High-Quality Instructional Materials (HQIM). Information about HQIM is available on the [MSDE HQIM webpage](#). When ordering instructional materials, MSDE recommends consulting [MSDE's Reviewed Materials](#). For instructional materials not yet reviewed by Maryland's IMR process, we encourage the use of [EdReports](#) ratings as an additional signal of quality.

FUNDS MAY BE USED FOR:

- Textbooks
- Computer hardware that is acceptable for use in any public elementary or secondary school in Maryland
- Computer software
- Manipulatives that accompany the curriculum that can be loaned to a student for individual use

For example: books, textbooks, workbooks, book sets, student licenses to online learning or assessment platforms, teacher licenses that accompany the student licenses, student assessment workbooks, headsets, tablets, laptops, cases for tablets, stylus pens to accompany tablets, keyboards, musical instruments, individual sets of manipulatives, calculators, consumables, etc.

FUNDS MAY NOT BE USED FOR:

- Materials that contain religious content
- Furniture
- Playground equipment
- Technology for teacher or staff use
- Classroom décor and storage
- Training for staff
- Any item that is intended for group or school-wide use

For example: smartboards, televisions, large dollhouses and play kitchens, desks, gym equipment, video gaming systems, items for teacher use, technology or items not acceptable for use in a public-school setting, items intended for infants, any items that are intended for group or schoolwide use, posters or bulletin board accessories, charging carts, etc.

Program Requirements

The following items are requirements for participation in the program:

- Nonpublic schools must submit a complete application for participation through the [Nonpublic Textbook online portal](#).
- Nonpublic schools must not charge a net tuition average, defined as a school's total tuition revenue divided by its student enrollment, that is greater than the statewide average per pupil expenditure by the local education agencies, which is calculated by MSDE to be \$22,911 (based on data from the 2024-2025 school year).
- Applicants must provide a copy of their student handbook for review. The student handbook must contain the language in [Education Article §26-704\(c\)](#).
- Nonpublic schools must attest that they are compliant with Education Article §7–439- Erin's Law. A school that holds a certificate of approval from the State Board under Education Article § 2-206(e) and participates in the Aid to Non-Public Schools Program shall develop and implement a program of age-appropriate education on the awareness and prevention of sexual abuse and assault. The program shall be taught by a teacher who is trained to provide instruction on the awareness and prevention of sexual abuse and assault and incorporated into the school's health curriculum.
- Participating schools are required to confirm delivery of orders through the [Nonpublic Textbook online portal](#). Failure to do so may affect a nonpublic school's eligibility to participate in the program the following year.
- Participating schools must maintain an accurate and up-to-date inventory of all items purchased through this program.

EDUCATION ARTICLE §26-704(C)

The language in [Education Article §26-704\(c\)](#) states that a nonpublic prekindergarten program or nonpublic primary or secondary school that receives State funds may not:

- (1) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
- (2) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
- (3) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

Additionally, the program shall print in its student handbook the following statement:

“It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- Title VI of the federal Civil Rights Act of 1964; and
- Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
 - Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
 - Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
 - Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.”.

ANNUAL TUITION

Nonpublic schools must not charge a net tuition average, defined as a school's total tuition revenue divided by its student enrollment, that is greater than the statewide average per pupil expenditure by the local education agencies, as calculated by the department, with appropriate exceptions for special education students as determined by the department, including those attending schools with nonpublic placements. The statewide average per pupil expenditure is calculated by MSDE to be \$22,911 (based on 2024-2025 data r (most recent data available).

Annual tuition should be reported by providing your school's net tuition average for the 2025-2026 school year.

MSDE reserves the right to request additional documentation to support the net tuition average reported on the nonpublic school's application.

Example for Net Tuition

To calculate the net tuition average, divide the tuition revenue received during the 2025-2026 school year by the number of eligible students enrolled that year.

For example, a school received \$2,079,340 in tuition revenue for the 2025-2026 school year. This figure already takes into account any financial aid or discounts awarded to students. There were 118 students enrolled in kindergarten through 12th grade that year. The school will report the annual tuition figure of \$17,621.

$\$2,079,340 \text{ revenue} \div 118 \text{ students} = \textbf{\$17,621 annual tuition}$

NEW SCHOOL TUITION REPORTING

Schools that are opening for the first time during the 2026-2027 school year are required to report their annual tuition using the school's advertised base tuition. In the case of multiple tuition rates for different grade levels, schools will calculate the average of the rates.

Protocol for School Closure-Asset Disposal

When a school plans to discontinue operation, it must notify the Nonpublic School Approval Branch and the Nonpublic Textbook Program Coordinator. Schools are required to complete the [Asset Disposal form](#) provided by the Department and submit the completed form to the Department prior to closure. Schools are allowed to donate or dispose of items purchased through the program but **MUST NOT** sell any of these items.

The Application Process

The application will open on October 20, 2026. This section describes the application process.

APPLICATION PART I: ELIGIBILITY

Applicants begin by completing the first section of the application to confirm that they're eligible to submit an application. During this part, applicants will confirm their school's address, identify a designated point of contact, and provide the principal's information. MSDE also verifies that the applicant is a registered Maryland nonpublic school or a childcare provider operating an approved education program.

Schools determined to be eligible will receive an email invitation to continue the application.

APPLICATION PART II: SUBMISSION OF REQUIRED DATA

Eligible schools will then be invited to continue in the application and submit required information. During this part, schools will be asked to enter:

- Whether the school is a designated special education school under [COMAR 13A.09.10](#);
- The highest and the lowest grade level served;
- The net tuition average for the 2025-2026 school year
- The total eligible student enrollment for the 2026-2027 school year as of September 30, 2026;
- The number of students who qualify for Free and Reduced Price Meals ([FARMS](#));
- A PDF of the student handbook provided to families for the 2026-2027 school year; and
- The signed program assurances document.

MSDE reviews all applications for completeness and compliance with program requirements. A school application may be sent back for clarification or revision before a final decision can be made. It's critical that the school's designated contact checks their email inbox often for an email from noreply.msde@maryland.gov for notification.

Applications that are incomplete will not be considered. Schools with an approved application will be notified by email of their status and funding allocation.

AWARD NOTIFICATION

Schools that submit a complete and eligible application will receive an official notification from noreply.msde@maryland.gov. This notification confirms the school's funding allocation and grants access to the ordering section of the Nonpublic Textbook online portal, which opens on February 1, 2027. Notifications are issued on a rolling basis, so it is important that schools regularly check the designated email address.

The Ordering Process

For approved schools that receive a funding allocation, the ordering process will open on February 1, 2027. This section provides information and guidance on that process.

ORDERING

The ordering cycle will open on February 1, 2027. At this point, each school is responsible for identifying the materials they need for the upcoming school year, such as textbooks, computer hardware, or software. Schools must select an approved vendor from the Nonpublic Textbook ordering portal or, if necessary, request that a new vendor be added to the approved list.

The school then obtains a written quote or proposal from the vendor for their desired items. Ensure that the items meet the allowable use of funds, and that you don't exceed your allocation. Schools must enter their order request into the online portal and upload the vendor's quote to serve as back-up.

MSDE carefully reviews each order to ensure it meets program requirements.

Orders may be returned to the school for correction and resubmission for a variety of reasons, including but not limited to:

- Shipping costs are included in the quote, but the school did not enter them
- Unit costs were entered incorrectly
- Items that are not allowable under the program
- The vendor quote that the school uploaded does not match the order that the school typed in

It is the school's responsibility to ensure the order is complete and accurate. If MSDE sends an order request back for correction, the school must promptly make any necessary corrections and resubmit the order for review. Timely and accurate submissions help avoid delays in moving the order into the procurement stage.

PROCUREMENT

Once an order has been approved by MSDE, it moves into the procurement stage. MSDE generates and issues a purchase order to the vendor, authorizing the purchase of the requested items. The purchase order is generated based off exactly what the typed into the order request by the school.

Schools should be mindful of the expiration dates on vendor quotes, as delays can result in higher costs, unavailable stock, or discontinued products. This is especially true for technology. If adjustments to an order become necessary (such as changes in quantity or substitutions) these changes must be made in consultation with MSDE and reflected in the purchase order. No changes may be made directly between schools and vendors without MSDE approval.

DELIVERY AND RECEIPT

Schools are responsible for coordinating the delivery of items directly with the vendor. If the school has special delivery instructions or specific hours of operation, the school is expected to communicate to the vendor directly.

Once an order has been approved and sent to the vendor, schools should monitor the delivery. If items have not arrived within a reasonable time (typically a couple of weeks after the expected delivery date), the school should proactively contact the vendor to obtain a status update. The vendor may ask for the purchase order number (PO#) associated with the order. Schools should have the PO#s handy.

After items are delivered, schools must confirm receipt in the same online portal used for ordering. Failure to confirm receipt may affect a school's eligibility to participate in the program in future years and may also impact payment, as MSDE relies on this confirmation to process invoices.

PAYING INVOICES

Vendors must submit invoices to MSDE by July 15, 2027. MSDE will only pay for items that have been both delivered to the school and confirmed as received in the portal.

If a school receives items but fails to mark them as received, the school may be personally responsible for paying the vendor for those items. Confirmation in the portal is the method MSDE uses to verify delivery, so it is critical that schools promptly and accurately mark all received items. This ensures that MSDE can process payment correctly and that the school does not incur any unexpected costs.

Reporting Requirements

Grantees must comply with the following reporting requirements:

Date	Reporting Requirements for Each Year
February – June 2027	MSDE may conduct a monitoring site visit or desk audit of a sample of schools. During that audit, schools will be asked to verify the information they attested to in their application and demonstrate that the items purchased under this program are being used for their intended purpose.
July 15, 2027	Participating schools must confirm receipt of items purchased through this program by this date.
On an ongoing basis	Schools must keep inventory records of the items they receive through the Nonpublic Textbook program.

Grant Application Timeline

This funding opportunity can be found on the [Nonpublic Textbook Program webpage](#).

Date	Timeline Event
Oct 20, 2026	The application portal opens
Oct 20 & 27, 2026	MSDE will hold customer service sessions for interested applicants
On a rolling basis	MSDE will notify applicants of their eligibility
Dec 31, 2026	The application portal closes
Jan 12 & 19, 2027	MSDE will hold customer service sessions for vendors
Feb 1, 2027	The ordering portal opens for schools who received an allocation
Jan 26 & Feb 5, 2027	MSDE will hold customer service sessions for participating schools on the ordering process
Apr 3, 2027	No new vendors can be added to the NPTB vendor list after this date
Apr 16, 2027	The ordering portal closes No new orders may be submitted after this date
Apr 23, 2027	Any orders submitted by April 16 must be corrected and resubmitted by this date. Any orders not submitted by April 23 will not be approved and the value of those funds will be reverted to the State.
Jun 30, 2027	The State fiscal year closes. Any items that were on back order or out of stock must be cancelled. All purchase orders expire on June 30, 2027.
July 15, 2027	Schools must confirm delivery of items through the portal by this date. Any items not delivered by this date should be cancelled. Vendors must submit invoices for payment to nptextbook.msde@maryland.gov by this date in order to receive payment.

Non-Discrimination Statement

The Maryland State Department of Education does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to Department policy, please contact:

Office of Equity Assurance and Compliance

Office of the Deputy State Superintendent for Finance and Operations

Maryland State Department of Education
200 W. Baltimore Street - 2nd Floor
Baltimore, Maryland 21201-2595

410-767-0123 – voice

410-767-0431 - fax

Deaf and hard of hearing use Relay.

Customer Service Support Sessions

MSDE will hold several customer service support sessions for interested applicants. During these sessions, MSDE personnel will provide an overview of the processes. The sessions will be on:

Video call link (same for all sessions): meet.google.com/jya-utoo-njp

FOR NONPUBLIC SCHOOLS ON THE APPLICATION PROCESS

- October 20, 2026
10:00 a.m. – 11:00 a.m.
- October 27, 2026
2:00 p.m. – 3:00 p.m.

FOR NONPUBLIC SCHOOLS ON THE ORDERING PROCESS

- January 26, 2027
10:00 a.m. – 11:00 a.m.
- February 5, 2027
2:00 p.m. – 3:00 p.m.

FOR VENDORS EXPENDITURE

- January 12, 2027
10:00 a.m. – 11:00 a.m.
- January 19, 2027
10:00 a.m. – 11:00 a.m.

MSDE staff will also be available to provide technical assistance throughout the application and ordering process. If you have questions, please contact:

PROGRAM CONTACT

Christine Johnson

Nonpublic Textbook Program Coordinator
Division of Educator Effectiveness

Phone: (410) 767-0444

nptextbook.msde@maryland.gov

A list of frequently asked questions (FAQ) and answers will be posted to the [Nonpublic Textbook Program webpage](#).