



Books for Donation/Disposal

- Teacher to District Coordinator
- District Coordinator to Principal (Prin. Secretary)
- Principal Secretary to Superintendents Office
- Superintendent's Office for Board Approval
- Superintendent's Office emails approval to group
- Custodian works with Curriculum Department for movement and storage

When disposing textbooks, library books, curriculum materials please make sure the following process is followed:

1. Boxes should contain only same ISBN and condition (used/gently used/new/unopened)
(You may have several boxes of same title with used, some gently used, some new etc.)
2. Box must have a Cover sheet (numbered and labeled) (Box 1 of 3 – Book title/condition)
3. District Coordinator works with building custodian for storage location. (Note: All boxes are stored in your building – until approval for disposal/sale/donation is given.)
4. District Coordinator completes form for approval and ensures boxes are marked appropriately.
5. District Coordinator sends approval request form to Principal
6. Principal / Principal Secretary sends form to Superintendent's Office for Board Approval Request
7. Board Approval is given – Superintendent's Office send email of approval to:
 - a. Curriculum Office
 - b. Building Secretary
 - c. District Coordinator
 - d. Building Custodian
8. Curriculum Department works to sell, dispose of or donation.
9. Custodian works with Curriculum Department for movement and warehouse storage location.

Teacher/District Coordinator Name

Principal Name

Curriculum Dept Name

Board Approval Name

Teacher/District Coordinator Signature

Principal Signature

Curriculum Dept Signature

Board Approval Signature

Date

Date

Date

Date



Books for Donation/Disposal

Order of Disposal Request

- ☐ Teacher / District Coordinator
- ☐ Principal
- ☐ Curriculum Department
- ☐ Board Approval
- ☐ Curriculum for Disposal/Sale

Book Title	Copyright Date	ISBN # (13 digit)	Number of Copies	Location (Bldg – Room)	Condition of books	Box Number
Read 180 Segments 1-6 Code One	2024	978-0-358-73928-9	19	DAO Curriculum	Used Gently Used New Unopened	1
Read 180 Segments 7-12 Code Two	2024	978-0-358-73929-6	19	DAO Curriculum	Used Gently Used New Unopened	1
Read 180 Segments 13-17 Code Three	2024	978-0-358-73930-2	19	DAO Curriculum	Used Gently Used New Unopened	1
Read 180 Segments 18-25 Code Four	2024	978-0-358-73931-9	19	DAO Curriculum	Used Gently Used New Unopened	2
Read 180 Getting Started 1	2023	978-0-358-73829-9	20	DAO Curriculum	Used Gently Used New Unopened	2
Read 180 Getting Started 2	2023	978-0-358-73968-5	19	DAO Curriculum	Used Gently Used New Unopened	2
Read 180 Workshop 4 D-Day	2023	978-0-358-73950-0	19	DAO Curriculum	Used Gently Used New Unopened	2
Read 180 Workshop 5 To Mars and Beyond	2023	978-0-358-73956-2	1	DAO Curriculum	Used Gently Used New Unopened	2
Read 180 Workshop 6 Money Matters	2023	978-0-358-73962-3	1	DAO Curriculum	Used Gently Used New Unopened	2
Read 180 Workshop 7 Futurescapes	2024	978-0-358-73974-6	19	DAO Curriculum	Used Gently Used New Unopened	3
Read 180 Workshop 8 Justice for All?	2024	978-0-358-73980-7	19	DAO Curriculum	Used Gently Used New Unopened	3
Read 180 Workshop 9 Turning Points	2023	978-0-358-73986-9	19	DAO Curriculum	Used Gently Used New Unopened	3
SRA Reading Success Teacher Book Level A	2008	978-0-07-618477-4	1	DAO Curriculum	Used Gently Used New Unopened	4
SRA Reading Success Assessment Blackline Masters Level A	2008	978-0-07-618485-9	2	DAO Curriculum	Used Gently Used New Unopened	4
SRA Reading Success Student Workbook Level A	2008	978-0-07-618481-1	3	DAO Curriculum	Used Gently Used New Unopened	4
SRA Reading Success Teacher Book Level B	2008	978-0-07-618478-1	1	DAO Curriculum	Used Gently Used New Unopened	4
SRA Reading Success Assessment Blackline Masters Level B	2008	978-0-07-618486-6	1	DAO Curriculum	Used Gently Used New Unopened	4
SRA Reading Success Student Workbook Level B	2008	978-0-07-618482-8	8	DAO Curriculum	Used Gently Used New Unopened	4



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[illegible]