
CURRICULUM
DISTRIBUTION OF TEXTBOOKS FROM CLOSING SCHOOLS
(CUR-P006)
SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used for distribution of textbooks from Saint Louis Public Schools that are closing.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 SLPS Principals
2.2 Curriculum & Instruction Supervisors
2.3 Transportation/Operations

3.0 APPROVAL AUTHORITY:

Signature

Date

- 3.1 Executive Director of Curriculum & Instruction

4.0 DEFINITIONS:

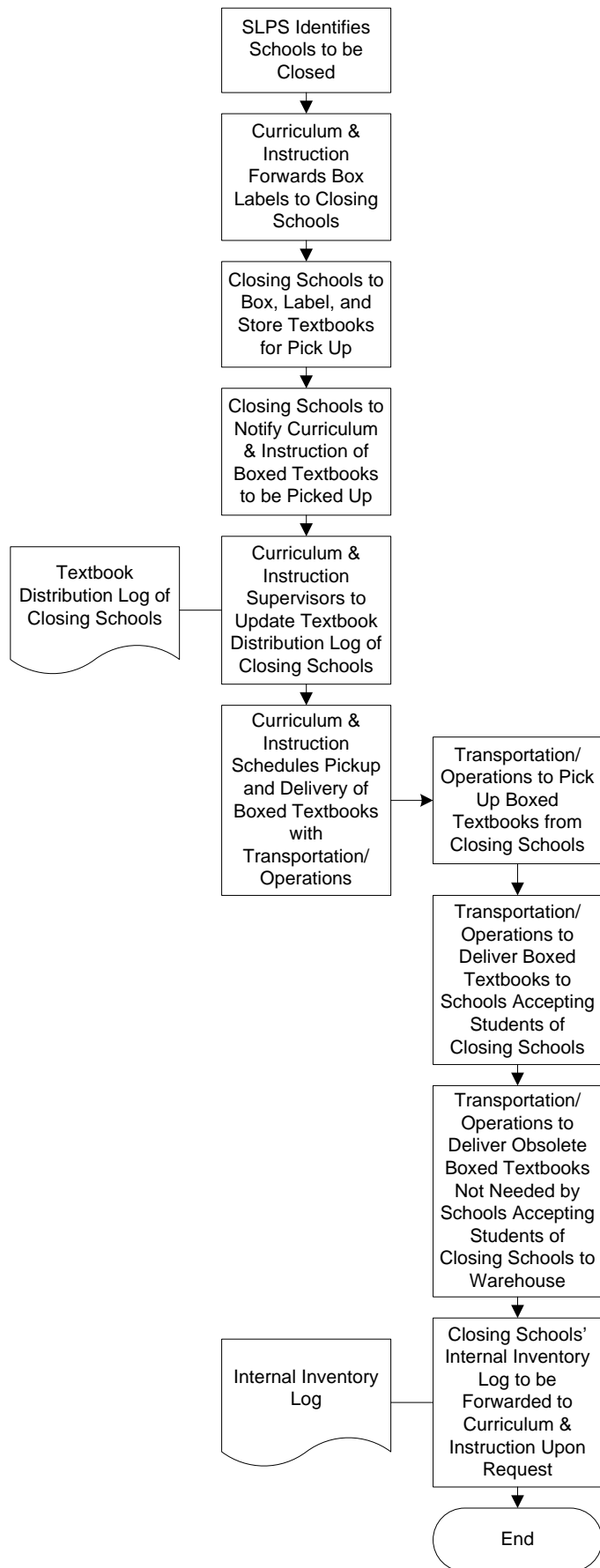
- 4.1 SLPS – St. Louis Public Schools

5.0 PROCEDURE:

- 5.1 SLPS identifies schools to be closed
5.2 Curriculum & Instruction forwards box labels to closing schools
5.3 Closing schools to box, label (with content, grade and number of books), and store textbooks in an open area for pick up
5.4 Closing schools to notify Curriculum & Instruction of number of boxes, content, grade, and number of books per box to be picked up
5.5 Curriculum & Instruction Supervisors to update Textbook Distribution Log of Closing Schools
5.6 Curriculum & Instruction schedules pickup and delivery of boxed textbooks with Transportation/Operations
5.7 Transportation/Operations to pick up boxed textbooks from closing schools
5.8 Transportation/Operations to deliver boxed textbooks to schools accepting students of closing schools
5.9 Transportation/Operations to deliver obsolete boxed textbooks not needed by schools accepting students of closing schools to warehouse
5.10 Closing schools' Internal Inventory Log to be forwarded to Curriculum & Instruction upon request

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6.0 ASSOCIATED DOCUMENTS:

- 6.1 Textbook Distribution Log of Closing Schools
- 6.2 Internal Inventory Log

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Textbook Distribution Log of Closing Schools	Computer Hard Drive	Various	Discard as Desired	Password Protected Computer
Obsolete Textbooks	Warehouse	Various	Discard as Desired	Locked Facility

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/24/08	A	Initial Release

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