



Date: 08/24/2021      School Site: CCHS      Book Location: Library

[illegible]

Comments:

<b>Site Administrator</b>
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Principal: *Guillermo Chavez*

Date: 10/06/2021

<b>Curriculum</b>
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Director: *Simone M. Kovats*

Date: 10/06/2021

<b>Assistant Superintendent</b>
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Assist. Superintendent: *Simone M. Kovats*

Date: 10/06/2021

<b>District Warehouse</b>
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Notes:

Scheduled for BOE Approval: 10/26/2021

<b>Textbook Discard Form Routing:</b>
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| <ol style="list-style-type: none"><li>1. Originator completes required fields and submits form</li><li>2. School Administrator reviews and approves request to discard</li><li>3. Director of Curriculum reviews and approves of request to discard</li><li>4. Assistant Superintendent of Educational Services reviews and approved of discard</li><li>5. Purchasing Services schedules for BOE Approval</li><li>6. Warehouse coordinates pickup and discard of textbooks</li></ol> |
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