



**Site Administrator**

Principal: *Brian J Murray*

Date: 02/02/2022

**Curriculum**

Director: *Simone M. Kovats*

Date: 02/04/2022

**Assistant Superintendent**

Assist. Superintendent: *Simone M. Kovats*

Date: 02/04/2022

**District Warehouse**

Notes:

Scheduled for BOE Approval: 02/22/2022

**Textbook Discard Form Routing:**

1. Originator completes required fields and submits form
2. School Administrator reviews and approves request to discard
3. Director of Curriculum reviews and approves of request to discard
4. Assistant Superintendent of Educational Services reviews and approved of discard
5. Purchasing Services schedules for BOE Approval
6. Warehouse coordinates pickup and discard of textbooks

