

NEW CLASSROOMS NEEDS – ELEMENTARY SCHOOLS
(In existing facilities)

School Grade Teacher Date

	Check if needed	Item Description	Work Order/ PO Number
1		Student Chairs (Number of Students) Circle Size Needed: 16” 18”	
2		Students Desks (Number of Students)	
3		One Teacher Desk, Teacher Chair	
4		One Small Para Desk, Para Chair	
5		One 4 Drawer Letter Size Filing Cabinet	
6		One Bookcase – 4 Shelf	
7		Interactive Display Board	
8		One White Board & One Bulletin Board	
9		One Flag & Flag Holder	
10		One Analog Clock	
THE FOLLOWING ITEMS MAY BE FURNISHED FOR KINDERGARTEN & FIRST GRADES ONLY IF REQUESTED			
K-1		5 Rectangular Tables in lieu of desks	
K-2		Cubicle Shelving (Cubbies) 1 per classroom	
K-3		One Magnetic Board	
K-4		One Listening Center	
ITEMS FURNISHED BY OFFICE OF ACADEMIC ACHIEVEMENT			
Contact Executive Director of Academic Achievement to discuss district provided instructional needs			
ITEMS FURNISHED BY OFFICE OF SPECIAL SERVICES			
Contact Assistant Superintendent for Special Services to discuss needs			

Date _____ #1 Approved by Principal

Date _____ #4 Approved by Ex. Dir. Academic Achievement

Date _____ #2 Approved by Human Resources

Date _____ #5 Approved by Operations

Date _____ #3 Approved by Deputy Supt.