NEW CLASSROOMS NEEDS – MIDDLE AND HIGH SCHOOL
(In existing facilities)

School Grade Teacher Date

	Check if needed	Item Description	Work Order/ PO Number
1		Student Desks or Tables	
2		18” chairs	
3		One Teacher Desk, Teacher Chair	
4		One 4 Drawer Letter Size Filing Cabinet	
5		One Bookcase – 4 Shelf	
6		Interactive Display Board	
7		One White Board & One Bulletin Board	
8		One Flag and Flag Holder	
9		One Analog Battery Operated Clock	
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 #2 Approved by Human Resources

Date #3 Approved by Deputy Supt.

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

Date #5 Approved by Operations