


**District 97 Teaching and Learning Department  
Curriculum Disposal Request**

Procedures:

- The school will submit the [Curriculum Disposal Request](#) and [Disposal List](#) to the Senior Director of Curriculum, Instruction and Assessment.
- The Senior Director of Curriculum, Instruction and Assessment will review the request form and disposal list.
- The Teaching and Learning Department will submit a memorandum to the Board of Education for approval. The approval process will require two Board meetings.
- The school is responsible for packing up materials being disposed of following Board of Education approval.

School	Name	Email	Position	Date
Holmes	Margaret O'Malley	momalley@op97.org	Admin asst	6.14.21
<p>Make a copy of the <a href="#">Disposal List</a> and link the completed list in this section of the request form.</p> <p><a href="#">Item to Dispose 2021 Library List</a></p>				
How was the curriculum/library books utilized at the school?		Student use		
Why is the curriculum/library books no longer being used?		Library books - outdated Darkroom enlarger - hasn't been used in over a decade Curriculum material - no longer the district used program		
Did the district or school purchase the curriculum/library books? If so, what funding was used?		Library books would have been purchased from the library budget. Curriculum material was purchased by the district. Enlarger - purchased before my tenure		
Was the curriculum used as pilot materials at no cost to the district or school? Please explain.		no		
Board of Education Meeting Date #1 Completed by T&L	August 10, 2021	Board of Education Meeting Date #2 Completed by T&L	September 14, 2021	

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<b>Signature of Person Submitting Request</b>	<b>Principal Signature</b>	<b>Date</b>
Margaret O'Malley		6.15.21