

**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
Hatch Elementary School	Erin Howe	ehowe@op97.org	Teacher Librarian	6/08/21
Disposal List of Hatch Library Books 6/8/21				
How was the curriculum/library books utilized at the school?		These books were used for checkout by students and staff.		
Why is the curriculum/library books no longer being used?		These books are either dated in their content or not in good shape.		
Did the district or school purchase the curriculum/library books? If so, what funding was used?		Yes, they were purchased with the Hatch Library Book Budget.		
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	
Signature of Person Submitting Request		Principal Signature		Date
<i>Erin Howe</i>		<i>Sarah Mendez</i>		6/8/21

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