**Template: Purchase, Print and/or Distribute Instructional Materials**

**Overview and Use of Template:**

This template is provided to guide planning for the purchasing, printing and/or distribution of instructional materials. Districts should modify and edit the template to meet the needs of their local context, identifying materials needed to support the implementation the district’s instructional continuity plan and ensure all students have access to instructional materials for at-home learning.

**NOTE:** Questions in blue are provided to help guide development of a plan. Within each template, an example is provided (in grayed-out row) to illustrate use of the template.

**Identify List of needed print-based materials:**

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| --- | --- | --- | --- | --- |
| **Content/Course and Grade level** | **Print Materials Available** | **Print Materials Needed** | **Who Needs Materials** | **Notes** |
| List the content/course and grade level requiring physical materials | * What materials are available for immediate distribution, such as consumable workbooks, texts/books and teacher-created print materials? * Are there out-of-adoption materials that could be used? | * What additional materials need to be purchased and distributed to students that are necessary for learning but not included in digital form? * What digital materials can be printed and distributed for at-home learning for families without digital access? * What is the need for accessible materials such as Braille or large print? | Identify if materials are needed for all students  List specific students in need of physical materials | * Are publishers providing additional support or discounted products? * Is there surrounding district that has materials that could be borrowed at this time? * What alternative products or resources exist that could be used in place of materials? |
| Example:  Science- 5th Grade | Student Workbooks (Class set) | Printed lessons, reading, handouts | Students without digital access | Publisher is offering reduced cost for purchase of additional print copies |
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**Create Plan for Delivery:**

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| --- | --- | --- | --- |
| **Considerations** | **Who Owns** | **Frequency** | **Process** |
| List considerations of the delivery plan separately | Identify how will own this workstream or component of the plan | Determine the frequency at which the plan component is needed (identify the expectation or deadline) | Summarize the process for the component of the work to help develop a chain of delivery |
| Identify materials for print | Lead teacher for grade level and content | Weekly- by Wednesday, material needed for the next week is identified | Lead teacher send the list of materials to be printed to assigned district support staff by EOD each Wednesday. Email explains the details of what must be printed and directions for assembling into a packet for distribution. |
| Identify materials for print |  |  |  |
| Printing materials |  |  |  |
| Purchasing materials |  |  |  |
| Identifying students in need |  |  |  |
| Delivering printed materials to distribution hub |  |  |  |
| Tracking distribution |  |  |  |

**Create Inventory and Tracking System:**

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| --- | --- | --- | --- | --- |
| **Student Name** | **Grade and Campus** | **Materials needed** | **Date Picked Up** | **Follow-up** |
| List individual students requiring materials | List the grade and campus of the student | * List specific materials that will be needed for the assigned pick up date | Track the date that materials are picked and/or indicate materials have not been received or picked up by students | List details if follow-up is needed |
| Example:  Amara | 5G- CMS | * Science Packet 5.3 * ELA- Holes Packet * Math Packet 6.2 | Not picked up by start date | Teacher contacted parent on 3/30- will pick up tomorrow |
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