

DISCARDING OF TEXTBOOKS/INSTRUCTIONAL MATERIALS

Materials may be discarded when any of the following criteria is met:

- The material is out of date
- The material is inaccurate
- The material is in an unusable condition

Determination as to whether the criteria applies to materials currently possessed by the Bethel Public Schools shall be made by the Assistant Superintendent of Schools.

INSTRUCTIONAL MATERIALS DISCARD FORM

NOTE: THIS FORM IS TO BE SUBMITTED IN DUPLICATE TO THE BUILDING

SCHOOL:

SUBMITTED BY:

GRADE(S):

INSTRUCTIONAL MATERIAL(S) TO BE DISCARDED: _____

NUMBER OF COPIES:

AUTHOR(S) _____

COPYRIGHT DATE: _____

REASON FOR DISCARDING: _____

PRINCIPAL: _____ DATE: _____

ASSISTANT SUPERINTENDENT: _____ DATE: _____

DR. KRISTEN BROOKS