



INSTRUCTIONAL RESOURCE AND MATERIALS DEPARTMENT
INSTRUCTIONAL MATERIALS OFFICE
Science Resource & Refurbishment Center

FOSS / CA Science Kit Requirements

The Science Resource and Refurbishment Center is currently distributing FOSS/CA Science Kits through the Science Center located at the Instructional Media Center (IMC). Your administrator or designee is responsible for facilitating a distribution process through the site BSS. Please e-mail Anna Cornett with the name of your Science Contact Person.

WHEN YOU RECEIVE YOUR KIT:

- Follow the Unit of Study to complete the teaching of this kit prior to its return date for refurbishment. NOTE: Grade level Units of Study are located on the SDUSD website under Curriculum and Instruction, Elementary Science, Curriculum Support. Teacher Preparation videos are also located on this site.
- Check your packing list to verify you have received all materials checked off. The non-consumable equipment checked as sent are the materials you will be responsible for returning. If you find you are missing materials, follow the directions on the reverse side of the packing list to request missing items. Missing non-consumable items for the Life Science Kits will be charged to the school site. Please provide a budget number for those items when placing those orders.
- If you do not have a Teacher Guide from last year or you are a new classroom, you may request a guide by faxing the Adjustment Request Form found on the Instructional Resource and Materials Department website (Instructional Materials Office, forms, Adjustment Request Form). Please e-mail acornett1@sandi.net or fax to Anna Cornett at (858) 496-8361. Please include a non-SIM budget number when ordering.

PREPARING YOUR KIT FOR RETURN:

*******Refer to the shipping/receiving schedule on the back of this letter*******

- Have your kit ready for pick-up prior to the return date.
- Check with your principal/BSS for distribution/return procedure.
- **Review the Non-Consumable check off section of the packing list which is included in each drawer of your kit. Include the list in the appropriate drawer of your kit when it is time to return the kit. *The Science Center will contact you for any missing non-consumable items.***
 - RETURN ANY UNUSED CONSUMABLE ITEMS.
 - RETURN ALL NON CONSUMABLE ITEMS. (Missing items will be charged to the school site.)
 - ***Now*** *The Life Science Kits will remain at the school sites and have been refurbished with materials for 32 students for two rotations. Only kits in excess of eligibility must be returned.*

It is your responsibility to maintain, use, and return the kit in the cleanest most complete condition possible.

Your cooperation is greatly appreciated and will ensure continued refurbishment of science materials for future years.

If you have any questions, please contact Anna Cornett @ (858) 496-8462 or acornett1@sandi.net.

Science Kit Rotation for the school year 2011-2012

*****Shipping/Receiving Dates*****

Traditional

June 27, 2011	Receive Earth Science Kits
July 18, 2011	Return your Physical Science Kits
December 4, 2011	Receive your Physical Science Kits
January 2, 2012	Return your Earth Science Kits
February 27, 2012	Reconcile Life Science Kits at sites
June 25, 2012	Receive your Earth Science Kits
July 16, 2012	Return your Physical Science Kit

Year Round

July 11, 2011	Receive Earth Science Kits
July 18, 2011	Return Physical Science Kits
December 11, 2011	Receive your Physical Science Kits
January 9, 2012	Return your Earth Science Kits
March 12, 2012	Reconcile Life Science Kits at sites
July 9, 2012	Receive your Earth Science Kits
July 16, 2012	Return your Physical Science Kits

**** Life Science Kit supplies will be provided every other year ----Future Dates TBD
****These dates are subject to change. The site principals will be notified of any changes.