

## 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:

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	<ul style="list-style-type: none"> <li>What materials are available for immediate distribution, such as consumable workbooks, texts/books and teacher-created print materials?</li> <li>Are there out-of-adoption materials that could be used?</li> </ul>	<ul style="list-style-type: none"> <li>What additional materials need to be purchased and distributed to students that are necessary for learning but not included in digital form?</li> <li>What digital materials can be printed and distributed for at-home learning for families without digital access?</li> <li>What is the need for accessible materials such as Braille or large print?</li> </ul>	<p style="color: #0070c0;">Identify if materials are needed for all students</p> <p style="color: #0070c0;">List specific students in need of physical materials</p>	<ul style="list-style-type: none"> <li>Are publishers providing additional support or discounted products?</li> <li>Is there surrounding district that has materials that could be borrowed at this time?</li> <li>What alternative products or resources exist that could be used in place of materials?</li> </ul>
Example: Science- 5 <sup>th</sup> Grade	Student Workbooks (Class set)	Printed lessons, reading, handouts	Students without digital access	Publisher is offering reduced cost for purchase of additional print copies

**Create Plan for Delivery:**

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			

