Implementation DASHBOARD

School: Inventory, Distribution, and Removal Checklist

Inventory, Distribution, and Removal Checklist

Purpose: This checklist is intended to ensure that you have received all of the materials required for a full implementation of the HQIM, that all teachers have access to the required materials, and that the previous materials are removed. Because each HQIM will have its own required and optional materials, it is recommended that you consult with the publisher of your HQIM to ensure you have all of the materials required.

Inventory Per Grade-Level

Component	Quantity Required	Quantity Received	Date	Notes
Teachers edition				
Teacher digital accounts				
Student workbooks and consumables				
Student digital accounts				
Class text sets				
Individual texts				
Manipulatives				
Ancillary resources (Example)				
Assessment materials				

Distribution

Component	Point Person	Expected Completion	Completed
Confirm the delivery date and process with system leadership			
Distribute materials to all classrooms			
Confirm teacher access to digital accounts			
Confirm student access to digital accounts			

Removal

Component	Point Person	Expected Completion	Completed
Confirm specific titles, editions, publishers, ISBNs, or types of materials for removal			
Communicate rationale for removal to all relevant groups			
Confirm removal or disposal process with system leadership			
Communicate removal and disposal guidelines to leaders and teachers			
Confirm that all materials were removed and appropriately disposed of			