Implementation DASHBOARD

System Leaders: Procurement and Distribution Checklist

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Purpose: This checklist is intended to ensure that you have procured all required materials for a full implementation of the HQIM, that all teachers have access to the required materials, and that any previous materials have been 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.

Procurement Per Grade Level

- Generate procurement numbers
  - Teachers per grade level
  - Students per grade level
  - Specialists, such as ELL or SPED teachers
- Add 10% of the total to allow for changes in student body numbers

Component	Format	Quantity Required	Date Ordered	Expected Delivery
Teacher Edition	Reusable Consumable Digital			
Teacher Digital Accounts	Reusable Consumable Digital			
Student Workbooks	Reusable Consumable Digital			
Student Digital Accounts	Reusable Consumable Digital			
Class text sets	Reusable Consumable Digital			
Individual texts	Reusable Consumable Digital			
Manipulatives	Reusable Consumable Digital			
Ancillary resources (Example)	Reusable Consumable Digital			
Assessment materials	Reusable Consumable Digital			

Distribution

Component	Point Person	Expected Completion	Completed
Confirm the delivery date and process with all school leaders			
Reusable and consumable materials delivered to schools			
Reusable and consumable materials distributed to classrooms			
Teacher digital accounts created			
Student digital accounts created			
Teachers confirm access to digital accounts			
Students confirm access to digital accounts			
Schools confirm all materials were received			

Removal

Component	Point Person	Expected Completion	Completed
Identify specific titles, editions, publishers, ISBNs, or types of materials for removal			
Communicate rationale for removal to all relevant groups			
Confirm that any removal or disposal process meets all state and district laws, regulations, or policies			
Communicate removal and disposal guidelines to leaders and teachers			
Confirm that all materials were removed and appropriately disposed of			