Implementation DASHBOARD

Teacher: Inventory and Organization Checklist

Inventory and Organization Checklist

Purpose: This checklist is intended to ensure that all teachers receive the materials required for the full implementation of the HQIM and that the materials are appropriately organized for use. Each teacher will receive a copy of the form to fill out. Because each HQIM will have its own required and optional materials, it is recommended that leaders consult the HQIM's publisher to ensure they have all the required materials.

Physical Items Inventory

Component	Quantity Required	Quantity Received	Date	Notes
Teachers edition				
Student print materials				
Class text sets				
Individual texts				
Manipulatives (Example)				
Ancillary resources (Example)				
Assessment materials				

Digital Inventory

Component	Confirmed	Date	Notes
Digital teacher account login			
Digital student account login			
Students are rostered appropriately			
Appropriate number of student devices for digital access			
Appropriate devices for teacher access and use during instruction			

Organization

Component	Completed
Materials are organized by unit or module	
Frequently used items are easily accessible	
Students have appropriate access to materials needed during instruction	
A system is in place for distributing and collecting materials	