

Zimbra

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**[princi\_elem] Update: Barcoding Elementary Curriculum Materials in Schools**

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**From :** Susan Penrod <penrod\_s@4j.lane.edu> Thu, May 16, 2019 03:24 PM  
**Sender :** princi\_elem <princi\_elem-bounces@4j.lane.edu>  
**Subject :** [princi\_elem] Update: Barcoding Elementary Curriculum Materials in Schools  
**To :** princi\_elem <princi\_elem@4j.lane.edu>  
**Cc :** Erin Gaston <gaston\_e@4j.lane.edu>, Sarah Prater <prater\_s@4j.lane.edu>

Hello Elementary Principals,

On behalf of the Instruction Department, we are excited to introduce Pam Shirk, our half time Cataloging Specialist. Pam will be barcoding all the Journeys, Being A Writer, and Intervention materials in your buildings. This week she is learning the 'Destiny' system, barcoding the few materials we have here at the Ed Center. For the next few weeks, she'll be working on the Science kits with Julie.

Important Information

1. Please watch for a schedule stating when Pam will be in your school this summer to barcode materials. We'll work with facilities to coordinate programs so it will be as convenient as possible. This schedule will include directions for staff so Pam can access all materials.
2. Please inform us if you are losing or gaining a grade level next year, as well as adding or eliminating blends. This will help us prepare for materials in the fall.
3. If you have a staff member changing buildings, please inform them that curriculum materials stay in the current building. **Staff do not take materials with them to their new location.** The Instruction Department will do this over the summer.

We appreciate your support as we work towards a more efficient system for tracking materials.

Sincerely,

Susan

*Susan Penrod  
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