



FOSS Kit Refurbishment Instructions

INSTRUCTIONS:

1. INVENTORYING, ORDERING, AND DISTRIBUTING FOSS CA REPLENISHMENT ITEMS

A. Inventory of FOSS CA Materials

An annual school wide inventory of FOSS CA materials and equipment is necessary to ensure on-going quality science instruction and to meet the Williams sufficiency requirements. The following items need to be considered prior to the annual inventory:

- Consult with the principal to determine whether additional classes will be added at particular grade level/s.
- The teacher/FOSS CA kit ratio for schools is the following:

# of Grade Level Classrooms	# of Kits for Rotation
1-3	1 of each strand
4-6	2 of each strand
7-9	3 of each strand
10-12	4 of each strand

B. Replacement Items

Use FOSS CA Kit Inventory List (in each teacher guide, Materials tab) to inventory:

- Consumable equipment, which is restocked with FOSS CA “Refill Kits.” (Compare online order form and check with Maggie to ensure matching terminology.)
- Living Material Cards

C. Permanent Items

Use FOSS Kit Inventory Lists (in each teacher guide, Materials tab) to inventory:

- Teacher guides
- Student resource books
- Big books
- Missing permanent equipment
- Damaged permanent equipment

D. Requesting FOSS Materials

New or additional classroom requests for FOSS curriculum are available on the LAUSD ILTS website. To access the website go to “Inside LAUSD” on the LAUSD Home Page at <http://home.lausd.net/> and click on “Offices.” Then go to



“Integrated Library and Textbook Support Services” (ILTSS) at <http://www.iltss.org/textbooks.php> and click on the textbook link.

E. Requesting FOSS Permanent Equipment

Refurbishment requests should be received before the start of the 2017-2018 school year. Request forms are available at <http://achieve.lausd.net/Page/4966> under the heading “FOSS Refurbishment Program” in preparation for Williams compliance, instructional quality.

F. Support Systems for the K-5 Elementary Science Program

A. Foss Kit Refurbishment Program

Steps to getting your FOSS kits refurbished with needed items:

- Self-Inventory your kits to see what is missing using the attached forms
- Download self-inventory forms: <http://achieve.lausd.net/Page/4906>
- Complete the elementary *Science Materials Self-assessment Survey*: <http://tinyurl.com/ScienceSurveyLAUSD>
- Scan and email the forms to nancy.bentov@lausd.net and copy lillian.valadez-rodela@lausd.net
- Once received you will receive a confirmation email that they have been received
- The needed items will be sent to your school
- If an item is unavailable, then you will be notified how soon we will be sending it to you
- Send your kits to the Refurbishment Center, if instructed to do so

G. Process to send your kits to the Refurbishment Center

- First email nancy.bentov@lausd.net and copy lillian.valadez-rodela@lausd.net
- You will receive three forms - one for your reference, two to be completed that you will scan and email back to nancy.bentov@lausd.net and copy lillian.valadez-rodela@lausd.net
- Forms are downloadable at <http://achieve.lausd.net/Page/4966> under the heading “FOSS Refurbishment Program”
- Once the forms have been received with your contact and inventory information properly filled out
- Nancy Bentov will contact you regarding:
 - A pickup date for the kit
 - An accurate count of boxes as the number determines the equipment/trucks we need to dispatch to pickup the kits
 - All kits to be picked-up need to be properly placed on pallets that are on a ground floor location (no stairs, no elevators) with clear access from the gated areas. The driver will not collect kits in



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classrooms, bins, storage areas etc. Materials need to be in an area that a truck could quickly and efficiently put them in the truck back to the refurbishment center. Preparation of the kits is the responsibility of the school

- Kits located in bins should be removed from and relocated to the staging area

H. Process for REMEDY (available July 1, 2017 and onward)

- Go to this link <http://achieve.lausd.net/Page/443> for Textbook Services
- Fill out a Help Desk Ticket for Destiny
- Log in with your Single Sign-On (SSO)
- Download the available forms and inventory your kits
- Fill-out a request for missing materials in your FOSS kits

For assistance or additional information please contact Katie McGrath, Administrator, Elementary Instruction at (213) 241-5333 and katie.mcgrath@lausd.net or Lillian Valadez-Rodela, Coordinator, Elementary Science at (213) 241-5689 or lillian.valadez-rodela@lausd.net