



Local District Central

Friday's Operation's Brief

BELIEVE • BEHAVE • BECOME

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MAY 19, 2017

IMPORTANT DATES TO REMEMBER

May

Classified School Employees Week	5/21-5/27
Election Day	5/16
Principals Meeting	5/17
SAA Meeting	5/25
Asian Pacific Heritage Month	

WHAT'S DUE

ROI's	5/26
Oral Health Assessments	5/31
May Water Flushing Certification	6/1
May Metal Detection Certification	6/1

Meeting the 73% Attendance Goal

Congratulations to the **31** LD Central Schools that met the Performance Meter target of 73% of students attending school 96% of the time up through the month of April!

We encourage all schools to continue working toward meeting and/or exceeding the District's goal.



School Name	96% and Above YTD
DBM	84.8%
ESPERANZA EL	82.0%
KIM ACADEMY	81.9%
CASTELAR ST EL	81.8%
VIRGIL MS	80.9%
FRANKLIN HS	80.8%
LEE EL MED HLTH MAG	80.2%
ADAMS MS	79.7%
LIECHTY MS	79.1%
KING MS MAG FLM/MDIA	79.1%
CAHUENGA EL	78.7%
MACARTHUR PK EL VAPA	78.6%
ORTHOPAEDIC HSP SH MG	78.2%
NAVA LA SCH BUS&TECH	77.8%
10TH ST EL	77.3%
CLINTON MS	76.7%

School Name	96% and Above YTD
HOBART BLVD EL	76.3%
HOOVER ST EL	75.6%
KIM EL	75.6%
FRANKLIN AVE EL	75.3%
GRATTS LA FOR YS	75.2%
CASTRO MS	74.7%
WEST VERNON AVE EL	74.6%
JONES EL	74.5%
ARROYO SECO MUS/S MAG	74.0%
NAVA LA SCH ART&CULT	73.9%
UNION AVE EL	73.5%
BERENDO MS	73.3%
WHITE EL	73.2%
IVANHOE EL	73.2%
RFK UCLA COMM SCH	73.2%

School Climate Bill of Rights Week

The School Climate Bill of Rights Week promoted our commitment to build safe, positive, and supportive school environments. 10th Street ES celebrated their commitment where students participated in various activities such as, pledging to keep the school safe, clean and healthy, writing down what value they bring to our school community, using Affective Statements, answering the prompt: Why do Relationships Matter?



The booth, led by student council cabinet members, showcased Poster contest entries and our winning submission.



2nd annual Attendance Improvement Celebration

The Local District Central Pupil Services Team held its 2nd annual *School Attendance Review Board (SARB) Attendance Improvement Celebration* at the Children's Bureau's Magnolia Place Family Center. Students and their families were recognized for their improved school attendance by at least 50% following SARB intervention. Students and their parents, were presented with a certificate, attendance medal, and a duffle bag filled with goodies. Local District Central Administrator of Operations, Eugene L. Hernandez, joined our LAUSD partners and community agencies to commend the families for making school attendance a priority. This celebration aligns with our mission of every student attending, engaged and on track to graduate.

We are especially grateful to our partners *Children's Bureau and California Credit Union* for making this SARB celebration possible!

As we continue to promote our attendance campaign, "**Attend 'Til the End**" the following tools (Attachments 1-4) can support your efforts:

- ABC Countdown-celebrating the remainder days of school with fun school activities
- Almost to the finish Line-informative letters for parents
- 175th Attendance Challenge
- Year End Flyer



LA Academy PSW's Efforts Inspires Future Professionals at the Annual Career Day

The 7th Annual Los Angeles Academy Career Day coordinated by PSW Marisol Alvarez in collaboration with teachers and staff took place at Los Angeles Academy Middle School. Professionals in law, financial management, law enforcement, poetry, music, photography and acting were just a few speakers that inspired LA Academy students. LA Academy's leadership students guided 34 inspiring speakers to several 6th, 7th and 8th grade classrooms. Speakers informed the students about the amazing career opportunities available when a person demonstrates **resilience, drive and ganas!** One of the guests, #therealtrapkitchen, posted a photo with some of the students on Instagram stating: "This is my fav part of my job as a business owner inspiring kids to do something that will benefit them for life." Several guests led a variety of workshops for students in acting and photography. L.A.'s band *Sin Color*, Ms. Soporito's former students, performed for an excited audience. 8th Grade Leadership Student Jennifer Perez stated, "On Career Day I learned that anything is

possible with persistence. I thought Career Day was inspiring, as the presenter talked about their past and why they chose the career they have."



Restorative Justice: Restorative vs Punitive Approach

HOW IS RESTORATIVE THINKING DIFFERENT?	
Conventional Thinking:	Restorative Thinking:
Focused on the rules broken	Focused on the people harmed
Accountability equals punishment	Accountability means repairing the harm
Focus on Past	Focus on Future
Focused on offender	Focused on community
Offender defined by their crime	Offender seen holistically
Justice is focused on establishment of guilt/innocence	Justice is focused on needs and responsibilities of all involved
All behavior is motivated by punishments and rewards	All behavior is motivated by basic universal human needs
Challenging behavior is used to get things (e.g., attention) or escape / avoid things (e.g., work, responsibility).	Behind most challenging behavior is: a problem to be solved and skills to be trained.
Behavior is a matter of the child's will	Behavior is a matter of skills
Focused on "what" people are	Focused on "how" people are
Focus on control/compliance	Focus on connection/influence/skills
Focused on behavior	Focused on problem-solving
Power over/under	Power-with
Based on moral judgments	Based on values judgments
External motivation	Internal motivation

Title I Categorical Equipment Inventory 2016-2017

The LD Central Title I Categorical Equipment Inventory (CEI) for 2016-2017 database (Attachment 5) identifies the schools that need to conduct a physical check and revise the CEI after equipment purchase.

As a reminder:

- ✓ Schools highlighted in red must conduct a physical check to determine the location of all categorically funded equipment as well as document the location on the CEI.
- ✓ Schools that purchased equipment (with "Yes" on the attachment) need to revise their CEI and place red labels on each piece.
- ✓ Schools that did not purchase equipment need to indicate that nothing was purchased for the current year on the CEI.
- ✓ General Supplies Technology pieces are not to be listed on the CEI, but should be listed on the school's inventory
- ✓ CEI must email the inventory (as Excel document) to the following address: fsep@lausd.net

The Categorical Equipment Inventory must be submitted by June 9, 2017.

The LD Central Schools database will be updated for all schools who have submitted their CEI. Should you have questions, please contact your LD Central Title I Coordinators, Marty Barrios or Oscar Salas at 213-241-8694 or 213-241-0497, respectively.

Reminders



Fiscal Updates

As our fiscal year comes to an end, we continue to remind schools to plan according to cut-off dates published in Mem-6016.4, 2016-2017 Procurement Year-End Closing Timeline/Schedule.

In order to ensure that the cost of goods and/or services ordered is posted to the current fiscal year, transactions must have an APPROVED status in the SAP Procurement System by the dates indicated.

TRANSACTION TYPE FOR SCHOOLS AND OFFICES (NON-TITLE I)	Cut-Off Date
P-Card and T-Card Purchases	5/19/2017
P-Card and T-Card Reconciliations	6/07/2017
Toshiba Ghost Account Reconciliation	6/9/2017 (Schools) 6/23/2017(Offices)
Shopping Cart for Non Stock Purchases – Over \$25,000	5/05/2017
Low Value Purchase Orders for Goods/Services	5/11/2017 (8:00 pm)
Shopping Cart for Book and Instructional Materials Orders	5/22/2017
Shopping Cart for Book Orders - State Adopted	5/22/2017
Shopping Cart (STO) - Regular Warehouse Deliveries	6/22/2017 (8:00 pm)
Shopping Cart (STO) - Same Day Warehouse Deliveries	6/22/2017 (9:00 am)
Shopping Cart (STO) - Overnight Warehouse Deliveries	6/23/2017 (12:00 pm)
Shopping Cart (STO) -Warehouse Will-Call	6/29/2017 (5:00 pm)
Imprest Claim Reimbursement Requests	6/13/2017
Travel Request Entries into SAP	6/02/2017
Travel Claim Reimbursement Requests (completed and approved with supporting documentation)	6/15/2017
Online Goods Receipts (Receivers)	6/30/2017 (4:30 pm)
Schools – Submission of all Other Budget Adjustments for Review and Approval	6/12/2017
Central Offices– Submission of Budget Adjustments for Review, Approval, and Posting	6/23/2017

TRANSACTION TYPE FOR SCHOOLS AND OFFICES (TITLE I)	CUT-OFF DATE
P-Card and T-Card Purchases	5/5/2017
P-Card, T-Card, and Toshiba Ghost Account Reconciliations	5/31/2017
All Title I Shopping Cart Purchases except for technology equipment and software licenses	5/5/2017 (5:00 pm)
Imprest Claim Reimbursement Requests	5/5/2017
School Submission of Categorical Budget Adjustments for Review and Approval	6/5/2017 (5:00 pm)



ABC Countdown

We will be celebrating the last 26 days of school with an ABC Countdown to the summer!!!

Letter	Date	Activity
A	Thursday, May 4 th	Autograph Day Get your friends autographs at recess
B	Friday, May 5 th	Buddy Reading Day Wear something blue and bring a book to read with a friend
C	Monday, May 8 th	College Day Wear college apparel
D	Tuesday, May 9 th	Draw and Doodle Day Bring your favorite drawing and doodling supplies
E	Wednesday, May 10 th	Exercise Day Wear comfy shoes. We will have exercise activities at recess.
F	Thursday, May 11 th	Fruit Day Bring your favorite fruit for snack
G	Friday, May 12 th	Game Day Wear something green and play games at recess
H	Monday, May 15 th	Hair Day Style your hair in a crazy or cool way today
I	Tuesday, May 16 th	Inside Out Day Wear your clothes inside out
J	Wednesday, May 17 th	Jump Rope Day If you have a jump rope, bring it to school for recess
K	Thursday, May 18 th	Koala Bear Day Bring your favorite stuffed bear to school
L	Friday, May 19 th	Lunch Day We will have 5 extra minutes to play at lunch
M	Monday, May 22 nd	Mismatch Day Wear clothes that do not match
N	Tuesday, May 23 rd	New Name Day Think of a fun and crazy name you would like to be called for the day
O	Wednesday, May 24 th	Orange Day Wear something orange and bring an orange for snack
P	Thursday, May 25 th	Pajama Day Wear your pajamas to school
Q	Friday, May 26 th	Quiet Day Let's be quiet! All day we will be whispering. Shh!!!
R	Tuesday, May 30 th	Red Day Wear something red and bring something red for snack
S	Wednesday, May 31 st	Summer Fun Day Wear your favorite summer outfit and sunglasses
T	Thursday, June 1 st	Team Shirt Day Wear your favorite team's shirt or colors
U	Friday, June 2 nd	Unbelievable 'U' Day Bring your favorite picture of yourself to share
V	Monday, June 5 th	Video Day We will have movies playing in the auditorium at lunch
W	Tuesday, June 6 th	Wacky Clothing Day Wear wacky clothing
X	Wednesday, June 7 th	eXtra Special Nice Day Do something extra special for your teacher
Y	Thursday, June 8 th	Year End Clean Up Help your teacher clean desks and the room
Z	Friday, June 9 th	ZOOM Home for the Summer!! Last Day of School



Cuenta atrás de ABC

Estaremos celebrando los últimos 26 días de la escuela con una cuenta atrás de ABC para el verano

Letra	Fecha	Actividad
A	jueves, 4 de mayo	Día de autógrafos Consiga sus amigos autógrafos en el recreo
B	viernes, 5 de mayo	Día de lectura con un amigo Use ropa de color azul y traiga un libro para leer con un amigo
C	lunes, 8 de mayo	Día de colegio Use ropa de un colegio
D	martes, 9 de mayo	Día de dibujar y garabatar Trae sus lápices de colores y marcadores favoritos
E	miércoles, 10 de mayo	Día de ejercicio Use zapatos cómodos. Vamos a tener actividades de ejercicio en el recreo.
F	jueves, 11 de mayo	Día de frutas Trae su fruta favorita para tomar un aperitivo
G	viernes, 12 de mayo	Día de juegos Use ropa de color verde y jugar juegos en el recreo
H	lunes, 15 de mayo	Día de pelo Llevar el cabello de una manera loca o estila
I	martes, 16 de mayo	Día de adentro hacia afuera Use ropa de adentro hacia afuera
J	miércoles, 17 de mayo	Día de la cuerda de saltar Si usted tiene una cuerda de saltar, llevarlo a la escuela para el recreo
K	jueves, 18 de mayo	Día de oso de koala Trae a su oso favorito a la escuela
L	viernes, 19 de mayo	Día de almuerzo Vamos a tener 5 minutos más para jugar en el almuerzo
M	lunes, 22 de mayo	Día de desajuste Use ropa que son desajuste
N	martes, 23 de mayo	Día de nombre nuevo Piensa en un nombre divertido y loco que le gustaría ser llamado para el día
O	miércoles, 24 de mayo	Día de naranja Use ropa de color naranja y llevar una naranja para un aperitivo
P	jueves, 25 de mayo	Día de pijamas Use sus pijamas a la escuela
Q	viernes, 26 de mayo	Día de tranquilo Vamos a ser tranquilo. Estaremos susurrando todo el día. Shh!!!
R	martes, 30 de mayo	Día de rojo Use ropa de color rojo y llevar algo rojo para un aperitivo
S	miércoles, 31 de mayo	Día de diversión de verano Use su ropa favorita de verano y gafas de sol
T	jueves, 1 de junio	Día de camiseta del equipo Use camisa o los colores de su equipo favorito
U	viernes, 2 de junio	Día de increíble Trae tu foto favorita de ti mismo para compartir
V	lunes, 5 de junio	Día de vídeo Tendremos películas en el auditorio en el almuerzo
W	martes, 6 de junio	Día de ropa chistoso Use ropa chistoso
X	miércoles, 7 de junio	Día de muy amable Hacer algo muy especial para tu maestro(a)
Y	jueves, 8 de junio	Día de fin de año a limpiar Ayudar a su maestro(a) de limpiar mesas y el salón de clases
Z	viernes, 9 de junio	¡Rápido a casa para el verano! ¡Último día de clases!



<SCHOOL NAME>

Your child is near the attendance finish line!



**MAKE SURE YOUR CHILD COMES TO SCHOOL EVERY DAY UNTIL JUNE 9TH
TO REACH THE 96%
(7 OR LESS ABSENCES) ATTENDANCE GOAL**

**As of <date>,
your child, <<Student Name>>, currently has <<# of absences>> absences.
There are only <days left> days more of school, but we can still make a difference!**

If your child comes to school every day, with NO absences, until the last day of school, he/she will be Advanced/Proficient in attendance and meet the LAUSD Attendance goal. Also, look forward to special prizes and recognition for students with 96% attendance.

**Be Here. Be a Winner.
EVERY DAY COUNTS!**

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<SCHOOL NAME>

¡Su hijo(a) está cerca de la meta con su asistencia!



**ASEGURE QUE SU HIJO(A) VENGA A LA ESCUELA TODOS LOS DÍAS HASTA EL 9 DE
JUNIO PARA QUE PUEDA ALCANZAR LA META EN ASISTENCIA DE LLEGAR AL 96%
(7 FALTAS O MENOS EN EL AÑO ESCOLAR)**

**Desde <date>,
Su hijo(a), <<Student Name>>, hasta la fecha tiene <<# of absences>> ausencias.
¡Solo quedan <<days left>> días más de clases, su ayuda hará la diferencia!**

Si su hijo(a) asiste a la escuela todos los días, sin ausencia, hasta el último día de clases calificara como avanzado/competente y lograra la meta del LAUSD. Además, será premiado y obtendrá reconocimiento por haber logrado una asistencia del 96%

**Que no falte más. Que sea un campeón en asistencia.
¡CADA DÍA CUENTA!**

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<<School Name>>

Student Health &
Human Services

Attendance Challenge



All students who attend school every day from <<Date>> through <<date>> (25 days) will be able to sit in the V.I.P section of the auditorium and enjoy some delicious PIZZA during the Movie Party on <<DAY>>, <<date>>.

Todos los estudiantes que asistan a la escuela todos los dias del <<Date>> hasta el <<Date>> (25 dias) tendran un asiento reservado en la sección de niños importantes para ver una pelicula y disfrutar palomitas o pizza el <<Day>>, <<Date>>.

<School Name>



LET'S ROCK OUR ATTENDANCE

There are only 7 days of school in June. Make sure you come to school every day. On the last day of school on June 9th there will be an ice cream party. Remember the goal for the year is to have no more than 7 absences.

<School Name>



¡Vamos a Rocanroleo
Con la Asistencia Escolar!

Junio solo tiene 7 días de escuela. Asegúrense de asistir a la escuela todos los días. En el último día de escuela, el 9 de junio, tendremos una fiesta con nieve. Recuerden que la meta es de no tener más de 7 ausencias en todo el año escolar.

Local District Central
2016-2017 Categorical Equipment Inventory

Location Code	School Name	Local District	2016-2017 CEI	Last PhyCheck (Oct-Sept)		Equipment Purchase
				Date	Fed Fisc Yr	
7082	10th St El	C				
7274	20th St El	C				
7301	24th St El	C		6/3/16	2015-2016	
7288	28th St El	C		8/2/16	2015-2016	
7137	32nd St USC PA Mag	C		8/31/16	2015-2016	Yes
3932	49th St El	C				
5505	9th St El	C		8/11/16	2015-2016	Yes
8009	Adams MS	C		6/30/16	2015-2016	
2027	Aldama El	C				
5111	Alexander Sci Ctr Sch	C				
2041	Alexandria Ave El	C				
2068	Allesandro El	C				
7722	Angelou Community SH	C				
2151	Annandale El	C				
2178	Aragon Ave El	C		6/6/16	2015-2016	
4322	Arroyo Seco Mus/S Mag	C		9/1/16	2015-2016	
2219	Ascot Ave El	C		8/30/16	2015-2016	
2233	Atwater Ave El	C				
4685	Aurora El	C				
8543	Belmont SH	C		6/6/16	2015-2016	
8057	Berendo MS	C				
2603	Buchanan St El	C				
8066	Burbank MS	C				Yes
2671	Bushnell Way El	C		8/15/16	2015-2016	
2699	Cahuenga El	C				Yes
8094	Carver MS	C				
2863	Castelar St El	C				Yes
8045	Castro MS	C				
8991	CDS Tri-C	C				
8580	Central HS	C				
3110	Clifford St M/T Mag	C		9/6/16	2015-2016	
8062	Clinton MS	C		6/7/16	2015-2016	
3192	Commonwlth Ave El	C		6/17/16	2015-2016	
8207	Contreras LC ALC	C		9/13/16	2015-2016	
8517	Contreras LC Bus Tr	C				Yes
8774	Contreras LC Glbl St	C		8/29/16	2015-2016	
8527	Contreras LC Soc Jus	C		6/1/16	2015-2016	Yes
8516	Cortines Sch of VAPA	C		6/6/16	2015-2016	Yes
3356	Dayton Heights El	C				Yes
8738	DBM	C		5/30/16	2015-2016	
2386	Del Olmo El	C				
3397	Delevan Drive El	C				
3479	Dorris Place El	C		6/1/16	2015-2016	
3507	Eagle Rock El	C		6/14/16	2015-2016	
8614	Eagle Rock HS	C				
8710	Early College Acad	C				
3575	Elysian Heights El	C		5/22/16	2015-2016	
2383	Esperanza El	C				
2942	Estrella El	C		6/13/16	2015-2016	
3877	Fletcher Dr El	C				
8132	Foshay LC	C				
8643	Franklin HS	C				
4082	Garvanza El	C		6/8/16	2015-2016	
4123	Glassell Park El	C				
4164	Glenfeliz Blvd El	C		8/29/16	2015-2016	
2385	Gratts LA for YS	C				
4681	Harmony El	C				
8645	Highland Park HS	C		6/1/16	2015-2016	
4548	Hobart Blvd El	C		6/7/16	2015-2016	
4575	Hooper Ave El	C		6/5/16	2015-2016	
4576	Hooper Ave PC	C		6/30/16	2015-2016	
4589	Hoover St El	C				
2944	Huerta El	C				
8189	Irving MS MME Mag	C				
8714	Jefferson SH	C		6/9/16	2015-2016	Yes
2943	Jones El	C				
5112	Jones PC	C				
8777	Kahlo HS	C				
8064	Kim Academy	C		8/8/16	2015-2016	
2701	Kim El	C		6/30/16	2015-2016	Yes
6534	King Jr El	C		6/7/16	2015-2016	
8208	King MS Mag Flm/Mdia	C		9/14/16	2015-2016	
2543	Lafayette Park PC	C		8/30/16	2015-2016	

Local District Central
2016-2017 Categorical Equipment Inventory

Location Code	School Name	Local District	2016-2017 CEI	Last PhyCheck (Oct-Sept)		Equipment Purchase
				Date	Fed Fisc Yr	
2393	Lake St Primary	C				
1919	Lanternman HS	C				
2307	Lee El Med Hlth Mag	C		6/17/16	2015-2016	
5170	Lexington Ave PC	C				
8058	Liechty MS	C		9/13/16	2015-2016	Yes
4680	Lizarraga El	C				
4890	Lockwood Ave El	C				Yes
4904	Logan St El	C		6/10/16	2015-2016	
8200	Los Angeles Acad MS	C				Yes
4982	Los Angeles El	C				
4986	Los Feliz STEMM Mag	C		5/1/16	2015-2016	
2544	MacArthur Pk El VAPA	C				
5113	Mack El	C		5/30/16	2015-2016	
5055	Magnolia Ave El	C				
5068	Main St El	C				
8743	Manual Arts SH	C				
7220	Maple PC	C				
4983	Mariposa-Nabi PC	C		6/10/16	2015-2016	
8750	Marshall SH	C				Yes
5205	Mayberry St El	C				
1918	McAlister HS CYESIS	C				
5247	Menlo Ave El	C		6/23/16	2015-2016	
5288	Micheltorena St El	C		6/20/16	2015-2016	
5384	Monte Vista St El	C		6/10/16	2015-2016	
7614	Nava College Prep	C		8/12/16	2015-2016	Yes
8070	Nava LA Sch Art&Cult	C				
5173	Nava LA Sch Bus&Tech	C				
5466	Nevin Ave El	C				
8545	Newmark HS	C				
5630	Normandie Ave El	C				Yes
5699	Norwood St El	C		3/16/16	2015-2016	
6868	Obama Gbl Prep Acad	C		8/31/16	2015-2016	
2392	Olympic PC	C		9/12/16	2015-2016	Yes
8853	Orthopaedic Hsp SH Mg	C				
3247	Plasencia El	C		5/27/16	2015-2016	
2311	Poindexter LaMotte El	C				
2384	Politi El	C				Yes
2369	RFK Ambdr Gbl Edu	C		6/30/16	2015-2016	
7771	RFK Ambdr Gbl Ldsh	C		8/31/16	2015-2016	
8501	RFK LA SH Arts	C				
7783	RFK New Open Wld	C				Yes
8206	RFK Sch Vis Arts/Hum	C				
7780	RFK UCLA Comm Sch	C		6/16/16	2015-2016	
2308	Ride El Smart Acad	C		6/9/16	2015-2016	
5385	Riordan PC	C				
6329	Rockdale VAPA Mag	C				Yes
6370	Rosemont Ave El	C		6/1/16	2015-2016	
8544	Roybal LC	C		6/15/16	2015-2016	
1955	Salvin Sp Ed Ctr	C				
6493	San Pascual El STEAM	C		6/3/16	2015-2016	
6507	San Pedro St El	C		9/13/16	2015-2016	
8716	Santee EC	C		6/8/16	2015-2016	Yes
8497	Secondary CDS	C		6/10/16	2015-2016	
7707	Sotomayor LA HADA	C				
8577	Sotomayor LA LARS	C				
2134	Studio School	C		6/6/16	2015-2016	
7178	Toland Way El	C				
7219	Trinity St El	C				
7356	Union Ave El	C		8/29/16	2015-2016	
7479	Vermont Ave El	C		6/17/16	2015-2016	
8462	Virgil MS	C				
7589	Wadsworth Ave El	C		6/10/16	2015-2016	
7151	Weemes El	C				Yes
8748	West Adams Prep SH	C		9/1/16	2015-2016	Yes
7654	West Vernon Ave El	C		6/9/16	2015-2016	
2542	White El	C		8/2/16	2015-2016	
1914	Widney HS	C		6/21/16	2015-2016	
7959	Yorkdale El	C				Yes

Last Physical Check: Red highlight requires to conduct a physical inventory for the 2016-2017 school year.

Green highlight indicates physical check not required.

Equipment Purchase: A "Yes" means that the school purchased equipment and needs to revise their inventory.