

Newark Unified School District  
 Personal Instructional Property

Part 1: Advance Approval (Article 15.4.1.1 NUSD/NTA Agreement)

The following personal instructional items are being used in my classroom and are valued as agreed to below. These items are being used as instructional tools because there are no similar resources available in the Newark Unified School District and are essential to accomplish the academic goals of the school district and state standards.

*Education code Section 60010 (h).* “Instructional materials means all materials that are designed for use by the pupils and their teachers as a learning resource and help pupils acquire facts, skills, or opinions or develop cognitive processes. Instructional materials may be printed or non-printed, and may include textbooks, technology-based materials, other educational materials and tests”.

Personal Instructional Property	Educational purpose to meet standards. Why is this property essential?	Estimated Value	Agreed Upon Value

Signatures:

\_\_\_\_\_

Teacher

\_\_\_\_\_

Date

\_\_\_\_\_

Immediate Supervisor

\_\_\_\_\_

Date

\_\_\_\_\_

Chief Business Official

\_\_\_\_\_

Date

Distribution: Business Services  
 Administrator  
 Teacher

Newark Unified School District  
 Personal Instructional Property

Part 2: Replacement or Repair of Personal Property (Article 15.4.3 NUSD/NTA Agreement)  
 Request for costs for replacing or repairing the following personal instructional property is hereby submitted. These items were being used for instructional purposes because there were no similar resources available in the Newark Unified School District these items were essential to accomplish the academic goals of the school district and the state standards.

I understand that the District may seek verification of the loss and 1) Approval or disapproval is the sole prerogative of the District and that 2) no reimbursement shall be made for the mysterious disappearance, accidental damage, loss suffered because of a lack of due care by me, the owner, or any other cause not specified in Section 15.4.1. 3. The maximum recovery allowable is \$750 (Article 5.4.3).

Personal Instructional Property	Agreed Upon Value	Reason for request

Signatures:

\_\_\_\_\_

Teacher

\_\_\_\_\_

Date

\_\_\_\_\_

Immediate Supervisor

\_\_\_\_\_

Date

\_\_\_\_\_

Chief Business Official

\_\_\_\_\_

Date

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

Distribution: Business Services  
 Administrator  
 Teacher