

IERC ANNUAL INVENTORY RECALL/REALLOCATION

INSTRUCTIONS

For Materials Ordered by Other Staff

(Compiled for current Teachers/DRMs Who Did Not Originate Orders)

If you receive a spreadsheet via email, you have been designated by the IERC to report on the status of each item still in use by your corporation. The spreadsheet lists items that you, as the current BLV Teacher or DRM, did not originate, but were ordered by a previous BLV teacher or DRM.

This process is for physical items ONLY (braille, large print, and equipment) from the IERC. These items can only be renewed or reassigned for students who are registered as blind or low vision.

Please report via email the action you plan to take for each item, by following the steps outlined below:

1. **REVIEW** each item on the spreadsheet.
2. **IDENTIFY** each item that needs to be renewed, reassigned, or marked as Lost/Destroyed or Consumed.
3. **INCLUDE** action to be taken:

Renew/Reassign for the coming school year

- Last Name, First Initial of the Student that is registered.

Report Item as Lost/Destroyed or Consumed

- Type the status applicable.

4. **SEND** email to IERC at ierc@isbvik12.org.