

## TISHOMINGO COUNTY SCHOOLS Procedure for Ready Access to Materials Pertaining to Gifted Education

Materials pertaining to gifted education are readily available in our district, and they may be borrowed. If you would like to borrow an item, use the following procedure.

- 1. Please contact a gifted teacher or see the gifted contact person at the superintendent's office and set an appointment.
- 2. When an item has been selected, go to the computer and locate Google docs. Help will be provided, if needed.
- 3. Type in "County Check-Out" in the search engine.
- 4. "Gifted Education Resources (GEMS) County Check-Out" will pop up under the search box.
- 5. Click on this title.
- 6. A form will pop up on which to sign the name of the person borrowing, the name of the resource, the type of resource, the check-out date, the check-in date, and to whom the resource is to be returned.