HADDAM KILLINGWORTH HIGH SCHOOL

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Principal
Donna L. Hayward

Assistant Principal
Adam Apicella

MEMORANDUM

DATE: July 3rd, 2024

TO: Jeffrey Wihbey, RSD17 Superintendent of Schools
Sarah Kaiser, BOE Administrative Assistant

FROM: Donna Hayward, HKHS Principal

SUBJECT: Inventory disposal request

Permission is requested to dispose of outdated textbooks that have been replaced with new editions and are therefore no longer of use to the Haddam Killingworth High School History Department. Please see the attached Inventory Disposal Form for an itemized list.

Sincerely,

Donna Hayward

Regional School District 17
Inventory Disposal Form

Please include any and all books, equipment or supplies that are in need of disposal in each building. Indicate the reasons why the material is either obsolete or not usable.

Content Area

(Course Name)	Reason	Textbook Title	Quantity	Publisher (Date)
World History	replaced w/ new edition	World History	350	Pearson (2007)
World History	replaced w/ new textbook	Perspectives on the Past	120	McDougal-Littell (2002)
U.S. History	replaced w/ new edition	United States History	140	Pearson (2008)
U.S. History	replaced w/ new textbook	The American Journey	50	Prentice Hall (2009)