



NON-INSTRUCTIONAL MATERIALS DISCARD FORM

School or Site: Shepherd Glen Floor: 1
Requester: L. Della Valle / m. Clark Room# music room
Description: boxes of old and outdated materials

Quantity: 3-4 boxes Brand Name/ vendor: _____
Estimated age: 20 years old

Estimated Purchase Price: unknown

Reason for Discarding: old and outdated materials

Estimated current value: very little

Principal/Director: L. Della Valle Date: 8/4/2025
Business office: _____ Date: _____
BOE approval: _____ Date: _____

*Issue work order to facilities delivery service for disposal after approvals