

Christina School District
Special Services REACH Program

Fax to Debbie Spinelli @ 02-429-3943
Or send via District Mail to Debbie Spinelli, REACH, Drew Admin. Bldg./CSD

Requests to Look for Equipment at Stubbs

Today's Date: _____

Name of Person Requesting Transfer: _____

Phone: _____

Name of Student/Adult who will use Equipment: _____

Name of School to where Equipment will be transferred: _____

Is this for a REACH program? Yes No

Where is this Equipment CURRENTLY located (prior to transfer)? _____

Purpose of Loan: _____

NAME OF EQUIPMENT	SERIAL NUMBER

PROCEDURES: Take this SIGNED form to Stubbs and show it to the Secretary. Sign in, in the Visitor's book. If it's your first time to the basement, ask for an escort (required by School). Wear your badge! ...NOTE: There is no longer a key.

IF you wish to have equipment moved, you MUST label it with School and Teacher's name (to where it will be sent), date it, tape it well to the item, and leave it **outside** a cage – preferably near the light switch in the Special Services cages hall. Then return this completed form to Debbie Spinelli @ Drew, so that she can write the work request. Be sure to tell her where the equipment is (near light switch? In front of cage A? etc.). You may also need to describe the equipment to her.

***Approval to Transfer Equipment:** _____ **Date:** _____
Debbie Spinelli, REACH, or designee