

### Printed Packet Requests for Distance Learning

Although we encourage teachers to go digital, we know some may still need to print materials/packets for their students. In an effort to streamline the process, we have developed a teacher request form and procedure for printing:

1. Teachers complete a simple [Google request form and](#) upload the materials he/she wants printed by Wednesday of each week.
2. The Distance Learning team will send the request to Principals/Pomona Print by Thursday. (If it is a small request, the site will fulfill it; larger requests or multiple teacher requests will be sent out for printing.) If it is sent out, see #3 and #4.
3. Pomona Print will print on Thursday, Friday, and/or Monday.
4. Pomona Print will deliver to school site by the following Tuesday or Wednesday.

Parents who request printed materials will complete a form on the website that is sent to the Public Information Officer (PIO), who will contact the appropriate person to follow up on the request.

### Consumables

We have received many requests to give students their consumables. In this health crisis, we must be very cautious and follow all protocols set forth by the CDC. In light of this, each site may determine the best way to pass out consumables to students. Perhaps the consumables can be bagged and labeled with the students name. If a teacher volunteers to come and do this, it will be important to develop a schedule so that we do not have too many people on campus at one time. Teachers may not be able to come to campus so the administrative team would need to develop a plan. Please ensure that you share your plan with your teachers.