

The District will follow Utah Code R277-433-3 LEA Policies on Disposal of Textbooks, when textbooks are no longer needed by the District.

Process to Distribute the Disposal of Textbooks or Instructional Materials

Step #1 Complete the Disposal of Textbooks or Instructional Materials form

Step #2 Email the Disposal of Textbooks or Instructional Materials list to all appropriate Uintah School District schools and cc Jayme Leyba at jayme.leyba@uintah.net .

Step #3 Send the Disposal of Textbooks or Instructional Materials list to jonathan.collins@schools.utah.gov to distribute to districts statewide and charter schools;

Step #4 Contact Follett a buyback vendor - Chris Frana at cfrana@follett.com or 708-884-6726.

Follett purchases workbooks, student textbooks, teacher manuals and supplemental materials. If Follett agrees to purchase the books they will provide shipping labels and also shipping boxes if needed for shipping the books by FedEx to Follett.

Follett does NOT purchase dictionaries, novels, encyclopedia, or CDs.

Step #5 Textbooks or other instructional materials in useable condition not purchased by a buyback vendor shall be stamped "discarded" and given away or donated to Uintah School District Clearinghouse by contacting Vernie Heeney at uintahschfoundation@uintah.net. If USD Clearinghouse does not use the textbooks or instructional materials contact Sarah Young (CEPP) at extension 1281 or email sarah.young@uintah.net to pick up and destroy.

Step #6 Textbooks or other instructional materials which are in such deplorable condition that they are unusable or which cannot be transferred, resold, or given away, shall be stamped "discarded" and destroyed. Contact the Uintah School District Can-Do-Crew (CEPP) by contacting Sarah Young at extension 1281 or email sarah.young@uintah.net for pick-up and destroy.