



## Northwest Education Services Special Education Curriculum, Instruction & Transition Lending Libraries

There are two North Ed Special Education Lending Libraries, a SE Curriculum library and a SE Transition Library. Please find the inventories for both libraries attached.

### **Process to checkout SE Curriculum & Instruction items:**

1. Requests to checkout materials should come through a Content Area Specialist (North Ed IST staff), North Ed Services & Evaluations staff, or Director of Curriculum for SE, Leigh Kennedy.
  - a. Materials are housed at North Ed Administration building.
2. The staff member that will be implementing the resource, needs to have training for that resource prior to checkout and implementation. Contact Leigh Kennedy @ [lkennedy@northwest.ed.org](mailto:lkennedy@northwest.ed.org) for specific training information.
3. The intervention resource needs to be implemented with fidelity for the prescribed instructional minutes per day & days/week.
4. Check-out is via library-type set-up.
  - a. Required, from the specialist requesting the materials, will be:
    - **date of check out**
    - **district and/or building**
    - **teachers name**

From the date that the materials are checked out the teacher may utilize them for **one semester**. A reminder will be sent to the specialist who requested the materials for return North Ed SE Curriculum Department.

Student workbooks that go along with the kits will have to be copied and are not to be used as consumables (please instruct your students not to write in them).

If you have questions, please call 922-6229.

### **Process to Checkout SE Transition Items:**

1. Contact: Mimi Spaulding at [mbspaulding@NorthwestEd.org](mailto:mbspaulding@NorthwestEd.org) or 922-6588.
2. Materials are housed at North Ed Transition facility.