



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
PACIFIC DIRECTOR'S OFFICE
UNIT 35007
APO AP 96376-5007

March 12, 2010

MEMORANDUM FOR SUPERINTENDENTS, DODEA PACIFIC
PRINCIPALS, DODEA PACIFIC

SUBJECT: School Supply Guidelines

There have been major discrepancies among schools and districts regarding what school supplies parents and schools are expected to provide. The basic guidelines regarding provision of school supplies are listed below.

Parents are expected to provide the following for their children *as needed*:

All schools:

Pens and pencils	Book bag or backpack	Notebook – 3 – ring binder
Rubber eraser	Spiral notebooks	Paints (watercolor)
Colored pencils	Plastic supply box	Colored markers
Glue (sticks, bottled)	Notebook dividers	Tissue (1 box, max.)
Pocket folders	Bound composition book	Planners*
Highlighters	Gym shoes	Paper – loose leaf

For Elementary Schools only:

Child's round end scissors
Crayons
Bath towel
Paint shirt

For Middle Schools only:

Crayons
Clipboards
Scissors

For High Schools only:

Clipboards
Scissors
Protractor
Compass
Rulers

Parents are not to be expected to purchase any other items.

*Student Planners may be purchased using appropriated funds with the Superintendent's authorization. Authorization may be granted only when their use is essentially equivalent

to a consumable textbook and are used as an instructional resource in a regularly scheduled course or program conducted and monitored under the guidance of a member of the school faculty.

These guidelines are in effect from SY 2009-2010. The above supersede any supply lists previously disseminated to parents.

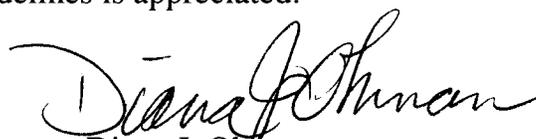
Schools must purchase the following items and have them available in August for the beginning of school:

Rulers (ES & MS only)	Calculators	Baby Wipes
Paints (tempra)	Dishwashing Detergent	Hand Sanitizer
Pencil Sharpeners	Plastic Bags	Locks (as required)
Toilet Paper	Paper Towels	Copy-Printer Paper
Paper – graph	Contact paper	
Index Cards	Liquid Soap	

These items must be purchased in sufficient quantities to meet classroom requirements for all students. The items can be purchased using the Government Purchase Card (GPC). Development of a Blanket Purchase Agreement (BPA) for purchase of these supplies was investigated as a means of negotiating a lower cost, but was abandoned. Findings were that the cost of the shipping and the possible lengthy delivery time (most of these items can be purchased locally) offsets the value in developing a BPA.

Communications and Training Expectations:

These lists will be adhered to by all district schools including grade level teachers and specialists such as art, music, physical education and mathematics. To ensure all staff is properly trained on these guidelines, please incorporate these lists into annual school level training and administrative guides. The DoDEA Pacific Area web master will provide the link for all district and school level web sites to prominently post. Your cooperation in implementing these guidelines is appreciated.



Diana J. Ohman
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