



May 15, 2006

ADMINISTRATIVE MEMORANDUM NUMBER FIVE
SCHOOL ADMINISTRATOR TRANSFERS – COMPUTER TRANSFER PROCEDURES

The following procedures regulate the transfer of desktop or laptop computer hardware when school administrators are transferred between schools.

- A. When a school administrator is transferred from one school to another, including transfers as the result of promotions, the computer assigned to the administrator (including CPU, keyboard and monitor) shall transfer to the new assignment with the administrator. Equipment transfer forms shall be used to memorialize and track the equipment transfer.
- B. When an administrator arrives at an assignment where the outgoing administrator is leaving the district or assuming a non-school assignment, the incoming administrator may elect to use either the computer brought by the incoming administrator or the one left by the outgoing administrator. The computer not used shall be transferred, using appropriate forms, to the district Information Systems department for evaluation.
- C. Administrators moving to a new school with a computer that has software which was purchased by the former school shall either reimburse the former school for the software purchase with funds from the new school or delete the software from the computer.
- D. Data that belongs, or is otherwise important, to the former school shall remain at that school.

/s/

Dr. Stephen F. Ronnenkamp
Superintendent