



FOSS Inventory Directions for Lead Science Teachers

1. All teachers need to inventory their FOSS kits within three weeks of delivery.
2. Use the official inventory forms from the elementary section of the Science in Oakland website (<http://science.ousd.org>). It is helpful if you print copies for teachers.
3. Any missing materials not reported will be considered lost and become the financial responsibility of your school site.
4. Collect the forms from all your teachers. Return **only** the forms that indicate missing materials. Fax, email, or mail to:

Brenda Tuohy
SMART Center/OUSD
900 High Street
Oakland, CA 94601
510-434-2220 (fax)
brenda.tuohy@ousd.org

5. All forms should be sent together once per trimester.
6. Keep a copy of the documentation for your records.
7. Replacement items will be sent to your school within two weeks. If the materials are needed sooner, they can be picked up at the SMART Center by contacting Brenda Tuohy.

If you have any questions, contact Brenda Tuohy at brenda.tuohy@ousd.org or 510-501-8970.

Thank you for your help in supporting science at your school!