DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
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MEMORANDUM FOR SUPERINTENDENTS, DODDS-E
PRINCIPALS, DODDS-E

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	Tissues (1 box, max.)
Paper - loose leaf	Bound composition book	Planners
Pocket folders	Highlighters	Gym shoes

For Elementary Schools only:
Child's round end scissors
Crayons
Bath towel
Paint shirt

For Middle Schools only:
Crayons
Clipboards
Scissors

For High Schools:
Clipboards
Scissors
Protractor
Compass
Rulers

These guidelines are in effect from SY 2006-2007 and should be published in all appropriate places in order for parents to be aware of this expectation. The above supersede any supply lists previously disseminated to parents.

Schools are expected to 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	
Toilet Paper	Paper Towels	
Paper – graph	Contact Paper	
Index Cards	Liquid soap	

Parents are not to be expected to purchase any of the above items. These items should 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 shipping and the possible lengthy delivery time (most of these items can be purchased locally) offsets the value in developing a BPA.

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