January 26, 2015

Cesar Chavez Academy – Upper Elementary Campus

RE: Revised Grant Funding Tags

Hello:

In addition to a numbered tag for a new piece of equipment at your campus, I am enclosing several yellow Title II tags. This is because the funding source was changed since I originally sent tags out to you. Please locate the asset described on the sheets, and replace any existing color coded tags with the ones enclosed.

Please let me know if you have any questions or concerns.

Thank you,

Renée Lindemann
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Academy CCA Upper El

Please affix both numbered and any colored grant labels only to equipment as described below.
Please complete/fill in serial numbers where possible.
Magenta labels are Title I only. Green labels are IDEA only. Please read description carefully to select correct yellow label.
Do not apply colored grant label to any equipment not identified below as grant funded
If you have any difficulty, please contact Renée Lindemann at 517 203 3722 or renee.lindemann@leonagroup.com
School Leader: when labels are affixed, please sign at the bottom and return to Renée at Okemos Corporate.
You may sign, scan and email completed form and destroy originals. Thanks.

Tag #	Grant	Asset Description	Manufacturer	Model	Serial	Place in Service Date
004901		PROJECTOR	PROMETHEAN	PRM-35	WPRM-35V142717	10/1/2014
004900		PROJECTOR	PROMETHEAN	PRM-35	WPRM-35V142717	10/1/2014
004899		PROJECTOR	PROMETHEAN	PRM-35	WPRM-35V142717	10/1/2014
004898		PROJECTOR	PROMETHEAN	PRM-35	WPRM-35V142717	10/1/2014
004897	**Not Grant Funded**	HEATER	LASKO			10/1/2014
004896	**Not Grant Funded**	HEATER	LASKO			10/1/2014
004865		KINDLE	KINDLE	FIRE	00D3060741830	10/1/2014
004864		KINDLE	KINDLE	FIRE	00D3060741830	10/1/2014
004863		KINDLE	KINDLE	FIRE	00D3060741830	10/1/2014

School Leader Signature:

Date:

		Please affix both numbered and any colored grant labels only to equipment as described below. Please complete/fill in serial numbers where possible. Magenta labels are Title I only. Green labels are IDEA only. Please read description carefully to select correct yellow label. Do not apply colored grant label to any equipment not identified below as grant funded If you have any difficulty, please contact Renée Lindemann at 517 203 3722 or renee.lindemann@leonagroup.com School Leader: when labels are affixed, please sign at the bottom and return to Renée at Okemos Corporate. You may sign, scan and email completed form and destroy originals. Thanks.				
Academy CCA Upper El						
Tag #	**Grant**	Asset Description	Manufacturer	Model	Serial	Place in Service Date
004862		KINDLE	KINDLE	FIRE	00D3060741830	10/1/2014
004861		KINDLE	KINDLE	FIRE	00D3060741830	10/1/2014
004860		KINDLE	KINDLE	FIRE	00D3060741830	10/1/2014
004859		KINDLE	KINDLE	FIRE	00D3060741830	10/1/2014
004858		KINDLE	KINDLE	FIRE	00D3060741830	10/1/2014
004857		KINDLE	KINDLE	FIRE	00D3060741830	10/1/2014
004856		KINDLE	KINDLE	FIRE	00D3060741830	10/1/2014
004855		KINDLE	KINDLE	FIRE	00D3060741830	10/1/2014
004854		KINDLE	KINDLE	FIRE	00D3060741830	10/1/2014

School Leader Signature: Date:

Checklist for Student Technology Skills

To make a copy for district use/modification, please choose 'File' and 'Make a Copy' in the menu above.

My students use the following device(s) for learning:
- ❑ Desktop
- ❑ Laptop
- ❑ Chromebook
- ❑ iPad

K-2 Skills
The technology skills listed below are expected to be mastered by the end of 2nd grade.

Domain: Basic Skills
- ❑ Students can select items on the screen, move pictures or select checkboxes
- ❑ Students can open and close programs on a computer
- ❑ Students can navigate within a program by using basic navigation features
- ❑ Students can copy and paste words
- ❑ Students can highlight text

Domain: Word Processing/Writing
- ❑ Students can use the keyboard to add words to a document
- ❑ Students can erase words using the backspace button
- ❑ Students can save my document
- ❑ Students can use the mouse to change the look of my document (formatting)

Domain: Multimedia Skills
- ❑ Students can watch a video and pause and start the video
- ❑ Students can click on an item and drag the item across the screen
- ❑ Students can use painting and drawing tools to create a document

3-5 Skills
The technology skills listed below are expected to be mastered by the end of 5th grade.

Domain: Word Processing/Writing
- ❑ Students can type two pages in one sitting
- ❑ Students can fix errors while typing in word processing programs
- ❑ Students can copy and paste text
- ❑ Students can change text on a page (center, bold, resize)

Domain: Multimedia skills

Domain: Spreadsheet skills

- ❏ Students can format cells appropriately for data type.
- ❏ Students can successfully navigate a spreadsheet for data entry.
- ❏ Students can set up cells to perform simple calculations (addition, subtraction, multiplication, and division).

9-12 Skills

The technology skills listed below are expected to be mastered by the end of 12th grade.

Domain: Word Processing/ Writing

- ❏ Students can type multiple pages in a variety of time frames in a range of disciplines.
- ❏ Students can track changes and use commenting features for peer editing.
- ❏ Students can highlight, copy and paste text for the purpose of planning, revising, and finalizing.
- ❏ Students can use advanced formatting skills to align to established citation styles and use page layout features when appropriate.

Domain: Multimedia skills

- ❏ Students can create presentations using a variety of applications for diverse audiences and purposes.
- ❏ Students can use appropriate transitions and animations to enhance points and add interest.
- ❏ Students can use appropriate technology tools (e.g., dictionary, thesaurus, grammar checker, calculator/graphing) to maximize the accuracy of work.
- ❏ Students can make strategic use of digital media, video, podcast, text, etc., to enhance understanding.
- ❏ Students can use drawing tools/applications to create work.
- ❏ Students can use digital note-taking skills while viewing online videos.
- ❏ Students can develop, select and use appropriate graphic organizers in their work.

Domain: Research skills

- ❏ Students can use Web browsing to access information (e.g., enter a URL, access links, create bookmarks/favorites, print Web pages).
- ❏ Students can use and modify databases and spreadsheets to analyze data and propose solutions.
- ❏ Students can use effective search strategies for locating and retrieving electronic information.
- ❏ Students can use source analysis strategies to determine the credibility of search results (e.g. existence of cross references, domain name examination (.org, .edu., .com, etc.), date of last update, etc.).