

What should be included in a justification?

- 1) **Standards:** Course standards that most closely aligned with the item requested
 - If more than one standard fits, list two that are most directly aligned
 - Professional Development
 - if PD fits multiple standards, courses may be substituted
 - If PD fits multiple courses in Program of Study, include a statement that says PD aligns with Program of Study

- 2) **Benefits:** Who and How?
 - How does the item contribute to student performance/knowledge?
 - How does the item help the instructor improve course, teaching methods, etc.?
 - How does the item benefit special populations?
 - Economically Disadvantaged Students
 - Nontraditional Students
 - Limited English Proficient students
 - Disable Students
 - Students in a racial/ethnic minority
 - Single parents

- 3) **Common Technology** – High Risk items for Supplanting
 - If an item is a common technology item or an item used in Non-CTE areas, please work with your Business Manager to ensure that the item was not purchased with state or local funds in the prior year for Non-CTE areas.
 - If the item has not been purchased in the prior year using state or local funds, include a statement:
 - “School District has not purchased this item using state or local funds in the current and prior year”

TIPS

- ✓ Don't assume that your reviewer knows what the item is, how it will be used or how it will benefit the program
- ✓ Be specific, brief and to the point when writing justifications
- ✓ Requests should be for items greater than \$100
- ✓ If items are group together, list the items in the description
 - Example: Dissection Set (10 Dissection Trays, 20 Dissection Pans, 1 Package Pins)
- ✓ If the request is for more than one item, indicate the number of units that will be purchased
 - Example: RealCare Baby (3 Babies)