

**GARDEN GROVE UNIFIED SCHOOL DISTRICT**  
Offices of Business Services, Personnel Services *and*  
Elementary and Secondary Education

**TO: K-12 TEACHERS**

**FROM:** Joli Armitage, Assistant Superintendent Personnel Services  
Gabriela Mafi, Assistant Superintendent Secondary Education  
Rick Nakano, Assistant Superintendent Business Services  
Sara Wescott, Assistant Superintendent Elementary Education

**DATE:** June 5, 2013

**RE: GGUSD MODERNIZATION MOVING CHECKLIST FOR TEACHERS**

In an effort to standardize and simplify the packing and moving process for all teachers and staff members at schools scheduled for modernization during the upcoming school year, the following guide has been developed.

***Please note that if you are currently in a portable classroom, you do not need to pack or move out, unless you are moving to a different site.***

**PACKING INSTRUCTIONS**

- Request boxes, stickers (tags), and tape from your principal.
- Pack all needed items into boxes.
- Label all boxes with your **name** and **new room number**.
  
- If items do not fit into a box, tag them with your **name** and **new room number**.
  
- Do not try to lift any heavy items or boxes.
- Request assistance when moving heavy items or boxes.
  
- All storage cabinets, file cabinets (only empty top two drawers), and rolling drawers must be empty.
  
- All backing material must be removed from bulletin boards.
  
- All furniture and technology must be tagged with your **name** and **new room number**.
  
- Please box and tag materials that will not be used in your new room, and request that the boxes/ items be moved to the storage bin located on site.

**WHAT TO TAKE HOME**

All construction companies have entered into a lease/lease back contract with the district in which they lease the school/property. Therefore, the contractor's liability insurance will not allow district staff on campus.

- **ALL** personal items **MUST** be taken home.
  
- Please take home any instructional materials that you may need to work on during the summer.

**MOVING DAY**

- **Moving to an empty classroom on your site:** you may be allowed to move before your last official work day.
  
- **Moving to a new school site:** your room contents may be moved during your last official work day.

***Thank you for your assistance in making the  
Garden Grove Unified School District modernization process successful!***

*Please contact your school site principal with additional questions or concerns.*