**Quick overview:**

1. You will need to **check in ALL instruments and equipment that have a barcode** (stationary equipment, microphones, pianos, risers, etc.).
2. Any instruments that are not currently barcoded must be barcoded (unless they are junk and need to be trashed - let me know when you are ready for CS to come remove the trash).
3. Send me **and CC Ben Tilus** once your inventory is **complete** to go over additional items (preferably before your year ends, but I'm available throughout June as well).

**Process:**

You may begin checking in/completing inventory now. To check-in and account for resources towards your final inventory, you will follow the same process as you did when checking items out to students under the Circulation tab (directions attached: *Instrument Check In Guidance)*.

You can see what percentage of items are checked in/accounted for under the Circulation tab (directions attached: *Directions for Unaccounted for Instruments)*.

**Our individual and District Goal is 100% checked in.**

Elementary Deadline – Friday, May 22nd (students will not take instruments home after this date)

Middle School - Friday, May 22nd (students will not take instruments home after this date)

High School Deadline - Wednesday May 27th (students will not take instruments home after this date)

**Suggestions:**

Begin inventory NOW.

Suggested completion dates:

* All stationary and auxiliary items checked in by the end of April (week of the 27th)
* Any items not currently in-use or checked out by a student checked in mid-May (week of the 11th)
* The only items left should be student-used. Last day before the deadline have each student put their instrument in its case, hold it on their lap and walk through the rows with your scanner.