



# DCPS WAREHOUSE GUIDE & PROCEDURES





## DCPS Warehouse & Logistics Timelines and Procedures

The [mission](#) of the Warehouse & Logistics Department is to provide the District of Columbia Public Schools with the logistical support necessary to achieve its academic mission. In order to fulfill this mission, the Logistics team offers services in the following areas: Warehouse Services, Textbooks, Records, and Mail Services. The DCPS Warehouse & Logistics team supports all DCPS schools as well as all Central Office departments.

This document is intended to provide an overview of the Warehouse & Logistics team's key services as well as the deadlines and procedures for the implementation of these services. Services cannot be completed if individuals fail to comply with the procedures and timelines outlined below. Other useful documents related to the services and procedures of the Warehouse can be found [here](#). For additional questions on the services and procedures described, please reach out to the Warehouse Director [Roger Asterilla](#) or email [warehouse.dcps2@dc.gov](mailto:warehouse.dcps2@dc.gov).

<p><b>School Emergency Support</b></p>  	<p><b>Textbooks Replacement</b></p>  	<p><b>Mail Distribution</b></p>  	<p><b>Furniture Distribution</b></p>  	<p><b>Special Events</b></p>  	<p><b>Closed Schools Records</b></p>  
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## Deliveries, Pickups, Loans, and Purchase Orders



The DCPS Warehouse & Logistics team provides schools and departments with pickups and deliveries of furniture, equipment, and supplies on an as-needed basis. The Adams Place Warehouse also has a modest supply of surplus furniture and equipment for loan. Schools are responsible for purchasing furniture and equipment from their local budget, but may contact the Warehouse to inquire about this fluid supply of excess furniture or equipment.

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### Pickup and Delivery Locations

The Warehouse & Logistics team will only deliver items or pick up items on the first floor, loading dock or main level of your site. The responsibility of moving items within a school falls on the school staff, typically the school custodians. This applies to all items that we deliver and pickup including loaned items, 525 pickups, and purchase orders.

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### Timeline for Mid-School Year Requests

**All requests must be submitted via Quickbase and have a lead time of at least 3-5 business days.** For items needed by school opening or end of year events, please see the timeline below. The Warehouse & Logistics team cannot guarantee a delivery unless the school or department abides by the timelines outlined in this document. Please note that the warehouse serves over 116 different schools and departments, so all requests should be submitted as early as possible to ensure that the action is completed in line with the requested timeline.

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## Timeline for End of Year and School Opening Request

If your site requires additional furniture for School Opening please submit your request to us by the end of June. Be sure to submit the needed quantity, style, and height requirements. i.e. 35- 13” student chairs, 25 student tablet desks, 15 adjustable student desks, etc. All furniture requests will be reviewed and fulfilled in the order in which they were received. **Important Please Read: All Warehouse items are fluid and may not be available depending on requested, so it is prudent that sites have a contingency plan if items are not available.**

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**GSA Warehouse Visits** – The DCPS Warehouse & Logistics team is able to coordinate a visit to the GSA warehouse in Franconia-Springfield, VA for interested schools. The GSA warehouse is a holding place for used furniture and office equipment that federal agencies are no longer using. The GSA warehouse is one of many sources of surplus office furniture.

All school opening GSA requests will be completed between the dates of **June 4th – Aug 2nd**. We will be unable to accommodate any request after Aug 2nd if items are needed by school opening. For detailed information regarding our GSA procedures please see the link below.

<https://octo.quickbase.com/db/bmaxinbwc?a=dr&rid=3&rl=ciaa>

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**525 Pickups** – When property is no longer needed or has become too old to be useful, the property must be transferred to the DCPS Adams Place Warehouse through the 525 processes. The Warehouse then determines whether the item will be re-circulated, or disposed of. Schools cannot dispose of furniture or equipment without consulting the Warehouse & Logistics team.

The 525 documentation can be accessed <https://octo.quickbase.com/db/bmaxinbwc?a=td>. All electronic items must be listed individually with make, model, serial number, and DCPS barcode numbers. All property containing any form of student data must be completely wiped, sanitized, or erased before submitting it for disposal. All other items (such as furniture or boxes) must also be included on the 525 documentation, but do not need to be listed individually.

All summer 525 pick-ups must be submitted to us via Quick Base between the dates of **June 4th – Aug 2nd**. Please do not wait until after the day of or the day before items are needed to be picked up to make a request, remember we service the entire school district. (Note Please Read: For all 525 pick-ups please allow 3-5 days for us to schedule and complete delivery)

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**Tables, Chairs, and PA Loans** - The warehouse provides some items for loan - mostly tables, chairs, and PA systems, but we occasionally provide other items as well. Since we have a limited supply, schools and central office are restricted to ordering 30 rectangular tables, or 20 round tables per request and 210 chairs per request. Also, as chairs come in racks of 35, please make your orders in multiples of that number (for example, 35, 70, 105, etc.) **Please note that Loaned items are approved on a first come first serve basis and can only be kept no longer than 5 business days. All loaned items must be submitted a full 3 days prior to due date. The system will not allow request to be submitted if not within the 3-day time frame. Lastly, all items must be returned to the warehouse in the same condition as they were received. Meaning free of paint, graffiti, and dirt just as they were delivered to the site. Schools and Central Office will be responsible for the cost of cleaning, the replacement of any lost or damaged items and could potentially lose borrowing privileges if constant cleaning, losing, or damaging items continues to be an issue at sites.**

**Requests for Graduations, Award Ceremonies, Special Events, or PD's, need to be submitted as early as possible and no later than May 1st.**

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### Quickbase Access and Requests

Access is limited to four designees per school (Principal, Business Manager, Operations Director, and one other school staff member). If you require us to add someone or make any additional changes, please contact the warehouse at [warehouse.dcps.2@dc.gov](mailto:warehouse.dcps.2@dc.gov).

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### Purchase Orders (Warehouse Shipping & Receiving)

All orders of items over \$5,000 threshold are automatically set to be delivered to the DCPS Warehouse and then scheduled for delivery to the school or department. To ensure timely, accurate, and efficient deliveries, the following information must be submitted on every requisition:

- **School or Department POC including name, email address, phone number**
- **School or Department's name**
- **Add Angelica Vera-Caban or Crystal Horsley as a watcher on all requisitions within PASS that are scheduled to be delivered to the Warehouse**
- **E-mail a copy of the PO to the warehouse ATTN: Angelica Vera-Caban or Crystal Horsley and a distribution plan for items that need to be delivered to multiple sites.**

Upon receipt of the materials at the Warehouse, the Warehouse & Logistics team will reach out to the ordering POC to confirm the delivery plans to the school or facility. Delivery will typically be scheduled 3-5 business days after the Warehouse receives confirmation of the delivery location. If time permits, the Warehouse & Logistics team will assist with labeling and sorting and labeling items. Otherwise, Central Office Departments must bring a team over to assist with sorting the order. For school deliveries, the custodian must be available at the scheduled delivery time to designate the appropriate location for the delivery. The Warehouse & Logistics team will only deliver items to one designated area located on the main level or first floor. For schools that order IT equipment, please note that the Warehouse & Logistics team does not image computers and this process is not completed at the Warehouse. When ordering computers, please be prepared to have this task completed at your site upon delivery from the Warehouse & Logistics team.



## TEXTBOOKS

### Replacement Textbooks

The Textbook Management Department (TMD) within the Warehouse & Logistics team is responsible for providing each DCPS student and teacher with the appropriate replacement textbooks and workbooks. The TMD is responsible for the management and accountability of replacing adopted or suggested titles as designated by the Office of Teaching and Learning. If a school chooses to use a non-adopted text for a course that has an adopted text, the school is responsible for purchasing and maintaining those items using its own school budget.

### Requests for Replacement Textbooks

Requests for all adopted textbooks, consumables, and teacher materials must be placed through the Warehouse Request System in Quickbase. Only Principals, Assistant Principals, Business Managers, DSLs or Textbooks Manager (Book Clerk) will be granted access to the Warehouse Quickbase system to place a textbook order.

**All requests for books that are required for school opening must be entered on Quickbase by April 13. Any additional requests submitted after the April 14 deadline are not guaranteed for on time delivery before school opening.** Additionally, all late requests will be recorded, processed, delivered and communicated in our School Stat meeting with the Instructional Superintendents and the Chancellor.





### Lost, Stolen or Damaged Textbooks

For all textbook owners, including teachers, the ownership period is limited to one school year and all textbooks must be maintained at the site level. Textbooks do not follow a student, teacher, or employee to a different site. In all cases where these items are lost, stolen, or damaged by their owners, the owner is responsible for paying a monetary fine to replace the lost, stolen, or damaged text. Fine amounts will be a fixed, flat rate, adjusted by grade level. Fines will be further reduced for students who are recipients of free or reduced lunch.

The TMD will notify schools if there are any students that have not returned texts by June 30. All fines must be paid within 30 days of this notification and can be paid to DCPS through a check or money order. The school is responsible for arranging for the check to be picked up by the Warehouse Textbook Management Department. These funds must be delivered to the Warehouse in order to purchase textbook replacements and cannot be kept by the school.

### Excess Textbook Inventory

When a school determines that textbooks or other instructional materials are no longer needed, the school must contact TMD at [warehouse.dcps2@dc.gov](mailto:warehouse.dcps2@dc.gov) for those texts to be picked up (525) and brought to the DCPS Warehouse. This situation may arise when DCPS adopts a new textbook, a school discontinues a course, the text is damaged and is no longer useable, or a school receives approval from Central Office to use a different text. **Schools cannot dispose of, or donate textbooks or other instructional items to any organization outside of DCPS and must give all unused or damaged materials to the Warehouse Replacement Textbook Department to be properly redistributed, recycled or disposed of at the discretion of the Warehouse team.**







## Students Records

Student Records Request	Active Schools	Closed School Student Records
<p>The process for obtaining copies of student records varies based on whether the school that the individual attended is active or closed.</p>	<p>All individuals requesting a transcript or a copy of a diploma from a school that is still in operation should contact the school's registrar for this documentation. For a listing of all open DC Public Schools and their contact information, please visit the DCPS Profiles site.</p>	<p>The Warehouse team is responsible for student records of all permanently closed sites. For those seeking a copy of a transcript or duplicate diploma from a closed school site, all requests must be submitted through the DCPS online records portal. Access to student records will be provided within <b>3-5 days of the request. Some requests may take longer and could possibly take up to 45 days.</b> In order to receive a copy of a transcript or diploma, individuals must complete a records release form and submit a copy of identification documents.</p>

### Cumulative Record Policy and Background:

- The District of Columbia Municipal Regulations (DCMR) Title 5, Chapter 26, Student Records, 2606: "Destruction of Records", requires DCPS to retain student records in either Temporary Folder (held for 5 years) or Cumulative Folder (held for 75 years) after a student withdraws from the school system.
- Student Temporary and Cumulative Folders have three purposes: to document enrollment and track current students as they promoted or change DCPS schools, maintain records for recently withdrawn DCPS students who may return, and preserve records for DCPS alumni.



## Students Records

### School Staff Responsibilities:

- The Principal of each school supervises and has ultimate responsibility for implementation of district and school policies relating to pupil/student records in his/her school.
- The Registrar is responsible for the security of pupil/student records and devises procedures for ensuring that records are limited to authorized persons only.

### Establishing the Cumulative Folder:




The Principal and Registrar must establish a Cumulative and Temporary Folder for each student who enrolls in the school in keeping with the DCMR Chapter 26.





## Request Transcripts and Diplomas

Request a copy of your high school transcript or a copy of your diploma

 <h3>Open School</h3> <p>If the school you attended is still in operation, please contact that school's registrar to assist you with these requests. For a listing of all open DC Public Schools and their numbers please visit the DCPS Profiles site.</p>	 <h3>Transcripts or Diploma</h3> <p>For requesting a copy of transcripts or a duplicate diploma for a closed school site all requests must be completed electronically and are to be submitted online. A records release form must be completed and a copy of your ID must be submitted prior to the release of any Student Records. To submit a records request for a school that has been closed, please submit your request through our new records request portal.</p>	 <h3>Disability</h3> <p>Disability requests should be forwarded to the Office of Specialized Instruction located on 8th floor, 1200 First Street, NE, Washington DC or call (202) 442-9929.</p>
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If you graduated from high school after 1999, please [contact the high school registrar](#). The registrar will verify your graduation date, initiate the creation of a duplicate diploma, and ensure that it is mailed to you.

If you graduated from a high school that is now closed (Spingarn, Spingarn Stay, Western, MM Washington, Armstrong, Burdick etc.) please [submit your request through our new records request portal](#). They will work with you to locate your records and assist you in requesting a duplicate diploma.

If you attended a Public Charter School, please reach out to the DC Charter School Board: 3333 14th Street, NW, Suite 210, Washington, DC 20010 Phone: (202) 328-2660, [dcpublic@dcpscb.org](mailto:dcpublic@dcpscb.org) or [communications@dcpscb.org](mailto:communications@dcpscb.org). [View a listing of all DC Public Charter Schools](#).

If the public charter school is closed, contact (202) 328-2660 or contact Angela Randolph at [arandolph@dcpscb.org](mailto:arandolph@dcpscb.org)

If you graduated from Non-Public school please contact that school directly to assist you. For a listing and contact info for Non-Public schools please click on the link below. OSSE Approved Non-Public School Listing. If your school is not on the Non-Public School Listing please contact Joshua Wayne at [joshua.wayne@dc.gov](mailto:joshua.wayne@dc.gov) or Donni Haynie at [donni.haynie@dc.gov](mailto:donni.haynie@dc.gov) Division of Specialized Instruction Office of Teaching and Learning (202) 442-5216



## Mail Services

### Mail Pickup and Delivery

The DCPS logistics team provides mail pickup and deliveries for all schools, cluster offices, central office departments and DCPS satellite offices every weekday. This mail service is only for official DCPS business. All personal mail will be returned to the sender and any abuse of mail services will be sent to the Labor Management and Employee Relations Department for appropriate action.

At each school and within Central Office, the front office is the primary location for incoming and outgoing mail. Each DCPS-occupied floor of 1200 First St. has a designated location for incoming and outgoing mail. All outgoing mail must include the [Mail Services Form](#), which is used for tracking purposes. The mail courier will not pick up the mail without this form.

### Certified Mail

Beginning in the new School Year 18/19 the Warehouse will not process Certified Mail without your Site/Departments budget codes to pay for this postage. Certified Mail is extremely expensive, and the Warehouse cannot sustain this cost for the entire school district, so unfortunately if certified mail is to be sent out and we without the site(s)/department budget codes it will be returned to your site/department. For additional questions, concerns, or comments please contact Crystal Horsley via the warehouse address: [warehouse.dcps2@dc.gov](mailto:warehouse.dcps2@dc.gov).

### Student Report Cards

School must fill out a postal form and submit a pickup request to the Warehouse via QuickBase for student report cards to be picked and mailed to student homes. All outgoing mail must include the [Mail Services Form](#), which is used for tracking purposes. The mail courier will not pick up the mail without this form. Most if not all DSL's, MSL's, Assistant Principal's, Principal's, and Business Managers have access to QuickBase and are aware of how to submit pick-ups for their sites. However, if assistance is needed please do not hesitate to reach out to any of the Warehouse team.

### Envelope Insertion and Pamphlet Folding

The DCPS logistics team offers access to a machine for envelope insertion and pamphlet folding. **In order to reserve the machine, an office must request this service a minimum of five days in advance.** An individual from your office must be present to monitor the machine and must bring the printed materials as well as one of the following compatible envelopes:

1. #10 Envelopes, 20lb and 24lb weight, windowed
2. #10 Envelopes, 20lb and 24lb weight, no window
3. Carrier Envelopes, 6x9.5 inch, 20lb and 24lb weight





## Additional Services

### Sharp Copier



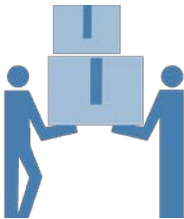
Sharp copiers are managed by the Warehouse & Logistics Division. Toner, supplies and maintenance for all Sharp copiers is free of charge for all sites and paid centrally by the Warehouse team. Toner is included in the contract services with the vendor. To order supplies, please call the number listed on the front panel of your copier. If you find the vendor unresponsive to any requests, or if you are receiving an invoice for services, please contact [warehouse.dcps2@dc.gov](mailto:warehouse.dcps2@dc.gov) for additional clarity.

### Fleet Vehicles

The Warehouse manages owned and leased vehicles in order to accomplish government business. For additional details, please review the [Vehicle Policy Memo](#).



### Moving Service












The Warehouse staff is responsible for moving administrative offices, personnel, and excessed teachers who are involuntarily transferred through the HR process to other locations. Moving services are coordinated, planned, funded and executed for school modernizations, emergencies, and departmental reorganization only. Any requests for moving services must be approved by the school's administrators and Central Office leadership, and the warehouse Director.

Each year, the warehouse team distributes a survey to gather information regarding the performance of our district courier service and warehouse staff. The results of these surveys assist our team in identifying areas of improvement and recognizing those who provide exceptional service. The survey is available [here](#).



## DCPS Warehouse Staff Directory

 <b>Roger L. Asterilla</b> <b>Logistics Director</b> - Logistical Operations Planning, Day-to-Day Operations, Textbooks Operations, Phase I Modernization, Summer Projects Support, Closed School Records, School Emergency Support, Asset Management, Inactive OSI Records, Fleet Manager. Cell: 202.309.0047 Email: Roger.asterilla@dc.gov		
 <b>Crystal Horsley</b> <b>Logistics Specialist</b> - Logistical Operations Support, Day-to-day operations, Mail, Order Fulfillment, Emergency School Support etc. Cell: 202.480.0892 Desk Line: 202.576.5443 Email: crystal.horsley@dc.gov		
<b>Deborah Turrentine</b> <b>Records Coordinator</b> - Records Management Records, Retention, Records request fulfillment etc. Cell: 202.909.6773 Desk Line: 202.442.5474 Email: deborah.turrentine2@dc.gov	 <b>Angelica Vera-Caban</b> <b>Logistics Analyst</b> - Administrative Analyst Administrative Support, Budget Procurement Tracking, Pass Receiving, Shipping & Receiving receipt management and tracking, Order Systems management and updates. Cell: 202.438.9774 Desk Line: 202.576.6419 Email: angelica.vera-caban@dc.gov	 <b>Latisha Minnick</b> <b>Textbook Coordinator</b> - Textbook Operations Support, Day-to-day operations, Textbook Order Fulfillment etc. Cell: 202.617.7336 Desk Line: 202.478.5933 Email: latisha.minnick@dc.gov
<b>Siandria Horsley</b> <b>Warehouse Assistant - Records Management</b> - Records Retention, Records request fulfillment etc. Logistics Operations and other duties as assigned. Cell: 202.409.1663 Desk Line: 202.478.5982 Email: siandria.horsley@dc.gov	 <b>Kelvin Carter</b> <b>Logistics Assistant</b> - Logistics Operations Support, Day-to-Day Operations, Shipping/Receiving, Inventory Surplus, Order fulfillment. Cell: 202.997.9770 Desk Line: 202.576.5445 Email: kelvin.carter@dc.gov	
<b>Warehouse Assistants -Logistics- Mail Carriers</b> Logistics Operations Support, Replacement Textbook Operations Support, Day-to-Day Operations, Shipping/Receiving, Deliveries, Interoffice Mail, Office Moves, Textbook Management, Asset Management, Other Initiatives		<b>Warehouse Assistants- Textbooks</b> Logistics Operations Support, Replacement Textbook Operations Support, Day-to-Day Operations, Shipping/Receiving, Deliveries, Interoffice Mail, Office Moves, Textbook Management, Asset Management, Other Initiatives
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<b>Saliym Smith</b> <b>Warehouse Assistant</b> Cell: 202.316.3111 Email: saliym.smith@dc.gov		
		<b>DCPS WAREHOUSE</b>