


MEMORANDUM

Aug 24, 2009
MT 014.09
MT.305 636-6147

TO: All Centers
Educational Alternative Outreach Program

FROM: Miguel Torres, Principal 
Educational Alternative Outreach Program

SUBJECT: REQUIRED SUBMISSION OF MONTHLY VERIFICATION FORM.

All Educational Alternative Outreach Program Centers are required to submit the EAOP Monthly Equipment Verification Form each month on the dates listed in the table below.

| Due Dates for Submission of Equipment Verification Form 2009-2010 School Year | | | |
|--|-------------|-------------|-------------|
| Date | Date | Date | Date |
| 08/21/2009 | 11/19/2009 | 02/25/2010 | 05/27/2010 |
| 09/24/2009 | 12/10/2009 | 03/25/2010 | |
| 10/22/2009 | 01/22/2010 | 04/29/2010 | |

Directions for accessing the Monthly Equipment Verification Form:

1. Open the webpage located at <http://outreach.dadeschools.net/inventory>
2. Click the “Click here to begin the Online EAOP Monthly Inventory Verification” text link to open the inventory page.
3. Type the following information into the corresponding fields:

Username: Outreach

Password: 8017

4. Choose your center from the drop-down list and click “Search”
5. The inventory for your center will be displayed. Be sure to physically check every item listed and verify that all information is correct.
6. Complete Section 1-3 on the online form at the bottom of the inventory page and click the “Submit” button when done.

Thank you for your cooperation. If you have any questions please contact Mr. Mayer Ersoff at (305) 995-1691 or Mr. Phil Fitzsimmons at (305) 995-2602