Date: March 6, 2015

To: Site Administrators & Office Managers

From: Diana Flores, Nutrition Supervisor

RE: CAASPP (California Assessment of Student Performance and Progress) SNACKS

Spring testing is quickly approaching. Pre-orders for testing snacks are due Friday March 20, 2015.

Sites generally order one snack item or a snack and beverage per student per day.

In order to process your order, we need a budget code. Nutrition Services will transfer funds for the snacks through Budget Services. You will only be charged for the exact amount of snacks you order.

The snacks will arrive closer to your Testing date. Previous years’ experience shows that the most efficient manner to distribute snacks is to have your staff or volunteers box them up by classroom the day before testing and deliver the snack boxes to the classrooms on test day.

The order form is attached. Do not order through your cafeteria staff. Please email the order form to Diana Flores in the Nutrition Services office, Diana-Flores@scusd.edu. I can also be reached at 277-6710 if you need further assistance.

Thank you.

cc: Budget Services