



Tokens

TOKENS

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Tokens are used by adults who supervise students participating in off campus instructional activities. In addition, 2 bags of tokens per semester will be given to DOTS teachers to support students participating in worked based learning programs or attending occupational center classes.

Procedure for CBI Tokens:

1. Upon arrival of tokens, the enclosed receipt MUST be signed and returned immediately to Bob Garofalo, Beaudry Building, 17th Floor.
2. The enclosed signature form listing the names of staff members who received the tokens must be returned by the 20th of the month to Bob Garofalo.

Procedure for DOTS tokens:

1. Two bags of tokens will be delivered to each school.
2. Upon arrival of tokens, the DOTS teacher will sign the tear-off below and return form to Bob Garofalo.
3. DOTS teachers will verify the distribution of each token and send completed form (DOTS Transportation Log) to Bob Garofalo, Beaudry Building, 17th Floor.
4. Specialists may authorize additional tokens based on need.

The following DOTS staff should be contacted for transportation questions:

Contact your Regional Specialist for questions regarding tokens.

Contact Bob Garofalo at 213-241-8050 (office), 818-315-0666 (pager), or email at rgarofal@lausd.net for tokens.

-----Tear-Off-----

Two Bags of Tokens Received By:

School _____ Transition Teacher _____
Date _____ Signature _____

