

Office of Academic Education

**Math Manipulative Loan Out Library Form**

**Directions:** Please complete the form below, and return via email to Mr. Rufus Hill at [rhill@mdek12.org](mailto:rhill@mdek12.org). Confirmation of your request will be returned within 2 business days. Upon which time, a date and time will be set for pick-up and return to the MDE - Central High School Building, 359 N. West Street, Jackson, MS.

**Guidelines:** All manipulatives are free of charge to Mississippi public schools for a maximum of 2 school/calendar weeks. Extensions are available in certain circumstances. All manipulatives are available in class sets of up to 25 or more (depending on inventory at the time). A maximum of three (3) different type of manipulatives may be loaned out with one request. All manipulatives will be thoroughly sanitized upon distribution and accounted for prior to release and upon return. The designated school/district representative is asked to bring a school/district issued I.D. at the time of pick-up and will “sign” each manipulative set out.

**Optional:** In the event a MS public school/district is closer to Oxford, MS they may opt to borrow manipulatives from the Center for Mathematics and Science Education (CMSE)\* at the University of Mississippi, also free of charge. Please visit the [CMSE Manipulative Homepage](#) for more information.  
\*CMSE helped to develop several of the featured activities in the Mississippi Mathematics Manipulatives Manual

PLEASE TYPE

<b>SCHOOL DISTRICT:</b>	
<b>SCHOOL NAME (if applicable):</b>	
<b>SCHOOL/DISTRICT REPRESENTATIVE’S NAME:</b>	
<b>SCHOOL/DISTRICT REPRESENTATIVE’S EMAIL ADDRESS:</b>	
<b>POSSIBLE GRADE(S) TO BE SERVED:</b>	
<b>MANIPULATIVE(S) BEING REQUESTED:</b>	1. _____ 2. _____ 3. _____ _____
<b>REQUESTED DATE &amp; TIME OF PICK-UP:</b>	

**To be completed by MDE staff**

Agreed upon date & time of pick-up: \_\_\_\_\_

Agreed upon date & time of return: \_\_\_\_\_