



**How to Check-Out CDE- School Transportation Unit
Training Materials from the Audio-Visual Library
2020-2021**

1. Submit your request to reserve training materials several weeks in advance; we operate on “first come, first served” basis.
2. Submit your request on district letterhead. Be sure to include;
 - a. District/Charter Name
 - b. District/Charter mailing address
 - c. District/Charter phone number
 - d. District/Charter name of person requesting material
 - e. District/Charter contact phone number
 - f. The dates you are requesting to use material
 - g. The ID number of the material and include the full name
3. There is a limit of four (4) programs permitted to be checked out at one time.
4. Normal checkout period is for 3 weeks.
5. Mail, e-mail or fax your request to the following address:

**Colorado Department of Education
State Publications Library
201 East Colfax Avenue, Room 314
Denver, CO 80203
spl@cde.state.co.us
Fax: 303.866.6940**

If you have any questions please call 303.866.6725. Thank You.