**Scanning Procedures**

***Our goal is to have one piece of quality artwork from every student each month.***

1. Make sure student names are on each piece of artwork
2. Place artwork in **Alphabetical order**
3. Fill out Scan form for your class and attach to the artwork
4. Place in basket (On the computer table) in the Staff workroom
5. Parent volunteer will take artwork and scan it.
6. Each student has a portfolio. Artwork will be placed in their portfolios to be taken home at the end of the year.