

Mike Lessee  
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## MATERIALS TO BE USED AND HOW THEY ARE ORDERED

All materials should be ordered through the Downtown Freedom Center. Teachers should report their reading class needs to the coordinator of the literacy program of their respective freedom center or to the executive secretary of said center. Teachers should place their orders at least three weeks before the materials are needed.

The executive secretary or coordinator of the center should in turn call the Downtown Freedom Center and place the order. When placing the orders such information as the quantity, catalog number, description of the materials, date needed, and place needed should be reported.

### MATH LABORATORY MATERIALS 'WORDS IN COLOR' MATERIALS TEMAC PROGRAMMED MATERIALS

All of these materials should be ordered by calling Encyclopaedia Britannica, Inc. The telephone number is 527-2350: Ext.# 417. Ask to speak to Mr. John Hante. Place the order for the Chicago Core Downtown Freedom Center. Tell them that it is a rush order. These materials can be picked up if time is extremely short. The address is 425 N. Michigan.

### DIAGNOSTIC READING TESTS--SURVEY SECTION SRA READING RECORD PRINCIPLES OF DEMOCRACY TEST BASIC SKILLS IN ARITHMETIC TEST

These materials should be ordered from Science Research Associates, Inc. located at 259 E. Erie. The telephone number is Wh 4-7552. Ask for the emergency order department. Use the same procedure as above.

#### READER'S DIGEST MATERIALS

These can be ordered by calling Mr. Howard Rehm at Lu 5-1791. Do not call the downtown office of the company because they will only tell you to call the regional salesman who is Mr. Rehm.

#### ILLINOIS AND U.S. CONSTITUTION BOOKS

In order to obtain these books a letter has to be written to the Secretary of State in Springfield, Illinois. Always order at least 40 books at a time. These materials are free.

#### FIGURE IT OUT BOOKS 1 & 2

Order these books from Educational Opportunities Project located at 1010 W. Washington Blvd., Chicago, Ill. 60607. The telephone number is 666-5858. This company is a subsidiary of the Follett Publishing Company.

#### HIGH SCHOOL DIPLOMA TESTS ENCYCLOPEDIA OF ENGLISH

These books are to be ordered from the Arco Publishing Company, Inc. at 219 Park Avenue South, New York City, N.Y. 10003. The area code is # 212 and the phone number is Or 3-6600.

#### MINNEMAST SCIENCE AND MATH MATERIALS

Allow more time for the delivery of these materials than you would for any of the other materials. Order them from:

Dr. Paul C. Rosenbloom  
University of Minnesota  
Minnesota School Math and Science Center  
Institute of Technology  
School of Math  
Minneapolis, Minnesota 55455

#### REVIEW TWXT: PRELIMINARY MATHEMATICS

These texts have to be ordered by writing a letter to the Amsco School Publication located at 45 E. 17th Street New York 3, New York (Post office box 351).

#### PRACTICE FOR EFFECTIVE WRITING

These should be ordered by writing Barron's Educational Series, Inc. at Great Neck, New York.

Other materials that you will be using such as black construction paper, assorted construction paper, lined manilla paper, colored chalks, white chalks, one inch shaft round heads, adhesive hooks, pencils, pencil sharpeners, etc. should be ordered by letting the executive director of the freedom know that there is a need for such material. Be very precise about when the materials are needed.