

Detail instructions to be completed on the reverse side

Approved by: _____

Huffman

Elementary
Reproduction Instructions
2019-2020

PLEASE CHECK ONE – Document is: ☐ Same as previously submitted
☐ Revised
☐ NEW

Unit Title _____

Whitehall	Number of Copies	Date Needed	Date Completed	Paynter	Number of Copies	Date Needed	Date Completed
Grade 4				Grade 4			
LA – Bauer, Regina	63			LA – Harris, Christine	55		
LA – Delon, Lisa	63			LA – Koepl, Alexandra	55		
LA – Rusnica, Natalie	63			LA – Kobistek, Bill	30		
LA – Ridge, Nancy	33						
LA – Hayes, Kathy	30						
Math – Hoffman, Melissa	63			Math – Jeffers, Darlene	55		
Math – Murray, Liz	63			Math – Kobistek, Bill	30		
Math – Musolino, Heather	63			Math – Kraus, Terry	55		
Math – Neyman, Kathleen	33						
Science – Hoffman, Melissa	63			Science – Harris, Christina	55		
Science – Murray, Elizabeth	63			Science – Kobistek, Bill	30		
Science – Musolino, Heather	63			Science – Kraus, Terry	55		
Science – Neyman, Kathleen	33						
SS – Bauer, Regina	63			SS – Jeffers, Darlene	55		
SS – Delon, Lisa	63			SS – Kobistek, Bill	30		
SS – Rusnica, Natalie	63			SS – Kraus, Terry	55		
SS – Ridge, Nancy	33						
Curr. Revised Ed.-Huffman							

Attn: Reprographics – Send to the attention of the individual whose name is bolded and/or highlighted.

Please return this form with the **originals** attached (if applicable) to the **Curriculum Office**. Thank You.

Reprographics use only:

_____ x _____ = _____
Original Total Sets

Date Completed _____

Completed by _____



BALDWIN-WHITEHALL SCHOOL DISTRICT

Reprographics Request

Finishing

Sides:	<input type="checkbox"/> 1 sided	<input type="checkbox"/> 2 sided	
Paper (if other than 8½ x 11 standard White):			
<input type="checkbox"/>	3-hole punched White		
<input type="checkbox"/>	8½ x 14 White (Legal)		
<input type="checkbox"/>	11 x 17		
<input type="checkbox"/>	Colored Paper		
<input type="checkbox"/>	(Specify Color)		
Cover Paper:	<input type="checkbox"/> Color		
	<input type="checkbox"/> Weight		

Staple

Booklet (folded)

Paper Bands

Collated

Uncollated

Special Instructions:	

Part II: Approvals and Copyright Acknowledgement			
Approved By:	(Principal/Supervisor)		
Accepted by	Organization Representative		
If you are requesting that copyrighted material be copied, you must also sign this acknowledgement: I acknowledge that this original material is copyrighted and that, depending on the use, permissions may be needed from the copyright owner. If my intended use of this copy requires it, I have received such permission.			
	Signature _____		