

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
<b>Grade 2</b>				<b>Grade 2</b>			
<b>LA</b> - Cisko, Shawna	55			Christman, Renee	27		
<b>LA</b> – Lauer, Julie	55			Ferguson, Melissa	27		
<b>LA</b> – Vallus, Adrienne	55			Martin, Jennifer	27		
<b>LA</b> – Walsh, Melissa	55			Noel, Jodie	27		
				Proctor, Danielle	27		
<b>Math</b> – Kavinsky, AJ	55			Singleton, Diane	27		
<b>Math</b> – McGrady, Mara	55						
<b>Math</b> – Mutschler, Kristen	55						
<b>Math</b> – Walker, Lindsay	55						
<b>Sci</b> – Kavinsky, AJ	55						
<b>Sci</b> – McGrady, Mara	55						
<b>Sci</b> – Mutschler, Kristen	55						
<b>Sci</b> – Walker, Lindsay	55						
<b>SS</b> - Cisko, Shawna	55						
<b>SS</b> – Lauer, Julie	55						
<b>SS</b> – Vallus, Adrienne	55						
<b>SS</b> – Walsh, Melissa	55						
<b>Curriculum Revised Edition - Huffman</b>							

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

***Reprographics use only:***

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
 Original      Total Sets

Date Completed \_\_\_\_\_

Completed by \_\_\_\_\_



# BALDWIN-WHITEHALL SCHOOL DISTRICT

## Reprographics Request

### Finishing

<b>Sides:</b>	<input type="checkbox"/> 1 sided	<input type="checkbox"/> 2 sided	
<b>Paper</b> (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)		
<b>Cover Paper:</b>	<input type="checkbox"/> Color		
	<input type="checkbox"/> Weight		

Staple

Booklet (folded)

Paper Bands

Collated

Uncollated

<b>Special Instructions:</b>	

<b>Part II: Approvals and Copyright Acknowledgement</b>			
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 _____		