

Detail instructions to be completed on the reverse side

Approved by: _____

Huffman

**Elementary
Reproduction Instructions
2018-2019**

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 2				Grade 2			
LA - Cisko, Shawna	60			Christman, Renee	30		
LA – Lauer, Julie	60			Ferguson, Melissa	30		
LA – Vallus, Adrienne	60			Martin, Jennifer	30		
LA – Walsh, Melissa	30			Noel, Jodie	30		
				Proctor/Brink	30		
Math – Kavinsky, AJ	60			Singleton, Diane	30		
Math – Saut, Vanessa	60						
Math – Walker, Lindsay	60						
Science – Kavinsky, AJ	60						
Science – Saut, Vanessa	60						
Science – Walker, Lindsay	60						
SS - Cisko, Shawna	60						
SS – Lauer, Julie	60						
SS – Vallus, Adrienne	60						
SS – Walsh, Melissa	30						
Whitehall Bound Edition - Marsteller				Paynter Bound Edition - Fusco			
Curriculum Revised Edition - Huffman							

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

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	

The diagram shows five finishing options:

- Staple:** Three rectangular sheets with a staple symbol.
- Booklet (folded):** A single sheet folded into a booklet shape.
- Paper Bands:** A vertical strip with two horizontal lines.
- Collated:** Three overlapping sheets labeled 1, 2, and 3.
- Uncollated:** Two groups of overlapping sheets. The first group has sheets labeled 1, 1, and 1. The second group has sheets labeled 2, 2, and 2.

Special Instructions:	

Part II: Approvals and Copyright Acknowledgement			
Approved By:	(Principal/Supervisor)		
Accepted by	Organization Representative		
<p>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.</p>			
	Signature _____		