

**Detail instructions to be completed on the reverse side**

Approved by: \_\_\_\_\_

**Elementary  
Reproduction Instructions  
2018-2019**

**Huffman**

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 3</b>				<b>Grade 3</b>			
<b>LA</b> – Elm, Mandy	55			<b>LA</b> – Knerr, Jodi	90		
<b>LA</b> – Molinaro, Kelly	55			<b>LA</b> – Walsh, Gina	60		
<b>LA</b> – Pepka, Jill	55						
<b>LA</b> – Siler, Angela	55						
<b>LS</b> – McCool, Jen	20						
<b>Math</b> – Artman, Erika	55			<b>Math</b> – Dressler, Sean	90		
<b>Math</b> – Grasser, Heather	55			<b>Math</b> – Wolf, Rebecca	60		
<b>Math</b> – Grecco, Katelyn	55						
<b>Math</b> – Wispolis, Dianna	55						
<b>Science</b> – Elm, Mandy	55			<b>Science</b> – Connolly, Mary Beth	90		
<b>Science</b> – Molinaro, Kelly	55			<b>Science</b> – Walsh, Gina	60		
<b>Science</b> – Pepka, Jill	55						
<b>Science</b> – Siler, Angela	55						
<b>SS</b> – Artman, Erika	55			<b>SS</b> – Connolly, Mary Beth	90		
<b>SS</b> – Grasser, Heather	55			<b>SS</b> – Wolf, Rebecca	60		
<b>SS</b> – Grecco, Katelyn	55						
<b>SS</b> – Wispolis, Dianna	55						
<b>Whitehall Bound Ed.-Marsteller</b>				<b>Paynter Bound Ed.-Fusco</b>			
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**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

<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	

The diagram shows five finishing options: 
 

- Staple:** Three rectangular boxes with a staple symbol.
- Booklet (folded):** A trapezoidal shape representing a folded sheet.
- Paper Bands:** A vertical rectangular strip with a central line.
- Collated:** Three overlapping rectangular boxes labeled 1, 2, and 3.
- Uncollated:** Two groups of overlapping rectangular boxes. The first group has boxes labeled 1, 1, and 1. The second group has boxes labeled 2, 2, and 2.

<b>Special Instructions:</b>	

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