

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 _____

McAnnulty	Number of Copies	Date Needed	Date Completed	Paynter	Number of Copies	Date Needed	Date Completed
Grade K				Grade K			
Critelli, Dawn	25			Bucci, Kristine	25		
Golden, Diana	25			Jeffrey, Nicole	25		
Graff, Maggie	25			McDonough, Amy	25		
Hillard, Emily	25			Popp, Brooke	25		
Moore, Lauren	25			Vu, Tram	25		
O’Hare, Crissi	25			Zamboni, Brandi	25		
Priano, Daniel	25						
Thorhauer, Lisa	25						
Thorne, Kim	25						
Thornton, Sara	25						
McAnnulty Bound Edition				Paynter Bound Edition			
Wessel				Fusco			
Curriculum Revised Edition							
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	
<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 _____	