

Detail instructions to be completed on the reverse side

*All requests must be sent via email or hard copy to
 Alison Misho, Admin - amisho@bwschools.net.
 (If emailing, please also copy Toshiba Copy Center at
copycenter@bwschools.net.)

*Please be sure to list Date Submitted and Date Due.
 *No approval signatures are needed for instructional
 material requests.

**Elementary
 Reproduction Instructions
 2021-2022**

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

Unit Title _____

McAnnulty	Number of Copies	Date Needed	Date Completed	Harrison Edu. Center	Number of Copies	Date Needed	Date Completed
Grade 1				Grade 1			
Anderson, Melissa	27			Buglar, Tiffany	27		
Besong, Jeffrey	27			Cantwell, Erin	27		
Douglass, Tess	27			Fink, Jennifer	27		
Hustava, Rita	27			Petrilla, Jennifer	27		
Klein, Sonya	27			Podplesky, Caitlin	27		
McPaul, Dawn	27			Pryber, Jamey	27		
Rettura, Katherine	27			Rellick, Tamara	27		
Richter, Kathryn	27						
Ussia, Petrice	27						

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 **Education Services 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	

Special Instructions:	

Part II: Approvals and Copyright Acknowledgement			
Approved By:	(Building Principal or Supervisor)		
	<i>(Approval Needed <u>ONLY</u> for Non-Instructional Materials)</i>		
Approved by Education Director or Superintendent:			
	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 _____		