

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 _____

Whitehall	Number of Copies	Date Needed	Date Completed	Harrison Edu. Center	Number of Copies	Date Needed	Date Completed
Grade 3				Grade 3			
LA – Elm, Mandy	55			LA – Knerr, Jodi	55		
LA – Molinaro, Kelly	55			LA – Loeb, Lauren	55		
LA – Pepka, Jill	55			LA – Walsh, Gina	55		
LA – Raeder, Victoria	55						
LA – Siler, Angela	55			Math – Connolly, Maribeth	55		
Math – Artman, Erika	55			Math – Dressler, Sean	55		
Math – Grasser, Heather	55			Math – Wolf, Rebecca	55		
Math – Grecco, Katelyn	55						
Math – McGrady, Mara	55			Science – Connolly, Maribeth	55		
Math – Wispolis, Dianna	55			Science – Dressler, Sean	55		
Science – Elm, Mandy	55			Science – Knerr, Jodi	55		
Science – Molinaro, Kelly	55			Science – Loeb, Lauren	55		
Science – Pepka, Jill	55			Science – Walsh, Gina	55		
Science – Raeder, Victoria	55			Science – Wolf, Rebecca	55		
Science – Siler, Angela	55						
SS – Artman, Erika	55			SS – Knerr, Jodi	55		
SS – Grasser, Heather	55			SS – Loeb, Lauren	55		
SS – Grecco, Katelyn	55			SS – Wolf, Rebecca	55		
SS – McGrady, Mara	55						
SS – Wispolis, Dianna	55						

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	

The diagrams illustrate four finishing options:

- Staple:** Shows two sheets of paper being joined by a staple.
- Booklet (folded):** Shows a single sheet of paper folded into a booklet format.
- Collated:** Shows three pages numbered 1, 2, and 3 stacked on top of each other.
- Uncollated:** Shows two separate stacks of pages. The first stack has two pages numbered 1, and the second stack has two pages numbered 2.

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 _____		