

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 4				Grade 4			
LA – Bauer, Regina	65			LA – Harris, Christina	55		
LA – Delon, Lisa	65			LA – Koepl, Alexandra	55		
LA – Ridge, Nancy	90			LA – Kobistek, Bill	30		
				Math – Jeffers, Darlene	55		
Math – Hoffman, Melissa	65			Math – Kobistek, Bill	30		
Math – Musolino, Heather	65			Math – Kraus, Terry	55		
Math – Neyman, Kathleen	90						
				Science – Harris, Christina	30		
				Science – Jeffers, Darlene	30		
Science – Hoffman, Melissa	65			Science – Koepl, Alexandra	30		
Science – Murray, Elizabeth	90			Science – Kobistek, Bill	30		
Science – Musolino, Heather	65			Science – Kraus, Terry	30		
				SS – Harris, Christina	30		
SS – Bauer, Regina	65			SS – Jeffers, Darlene	30		
SS – Delon, Lisa	65			SS – Koepl, Alexandra	30		
SS – Murray, Liz	90			SS – Kobistek, Bill	30		
				SS – Kraus, Terry	30		

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 stapled together.
- Booklet (folded):** Shows a single sheet of paper folded into a booklet format.
- Collated:** Shows three sheets of paper stacked in order (1, 2, 3).
- Uncollated:** Shows two separate stacks of paper, one with page 1 and another with page 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:			
	<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 _____		