

Detail instructions to be completed on the reverse side

Approved by: _____

Huffman

**Elementary
Reproduction Instructions
2017-2018**

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 |
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| 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 | | |
| O’Hare, Crissi | 25 | | | Vu, Tram | 25 | | |
| Priano, Daniel | 25 | | | Zamboni, Brandi | 25 | | |
| Thorhauer, Lisa | 25 | | | | | | |
| Thorne, Kim | 25 | | | | | | |
| Thornton, Sara | 25 | | | | | | |
| McAnnulty Bound Edition | | | | Paynter Bound Edition | | | |
| Emanuelson | | | | 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 _____ = _____
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Date Completed _____
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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: | |
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|---|---|--|
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