

EDISON PARK ELEMENTARY SCHOOL

XEROX REQUEST FORM

Date of Request: _____ Date Returned: _____

Teacher's Name: _____ Room #: _____

Number of copies: _____

Front & Back: _____ Front Only: _____

What will this be used for? How will this impact instruction in the classroom?

Administrative Signature

There is a limit of six (6) copies per week. The Xerox Request Form with the materials to be copied must be submitted to Mrs. Patrick or Mrs. Collie three (3) days in advance for an administrative signature.