

Request for Copies

Students are able to request a copies of reference materials for a teach. ALL Requests for copies MUST be received NO LATER THAN 2 days prior to the date needed. Only copy requests for color ink require approval (signature) by a Master Teacher.

Date: _____ Name(s): _____

Resource Title: _____

Page number(s): _____ Number of Copies: _____

Finishing:

Stapled Single-sided Two-sided Color Laminated

Master Teacher Signature for Color Ink Approval: _____

WVUteach Class: _____ Class Time: _____

_____ will pick up in WVUteach House on _____
(Date)

_____ will pick up next class period.

Special instructions: _____

Attach This Form to the Original Document(s) Requested to be Copied