



NATCHITOCHE PARISH MEDIA CENTER

Print Request

Date of Request:

Date Required:

School/Department:

Requested by:

Detailed Description: Example: Print the Zearn student notes for Grade 1 Mission 1 Add and Subtract Small Numbers.

PRINTING INSTRUCTIONS (PLEASE MAKE APPROPRIATE SELECTIONS FROM CHOICES BELOW)

of Copies: B/W Color

Paper Size: Letter (8.5x11) Legal (8.5 x 14) Tabloid (11x17)

Sided Print: 1-1 1-2 2-2 2-1

Stapling: 1 2 Hole Punching: 2 3

Booklet: Yes No

Poster: Small Medium Large

The materials needing copied are: Tier 1 Curriculum Tier 1 Supplements Support W.I.N. structure
 Special Program

Special Instructions:

Email Address:

Teachers will receive an email when items are available for pickup. Items will need to be picked up within 3 business days.

***Send to school Principal or designee for approval.**

Principals sign and email to NPSBPrintrequest@npsb.la

Signature of Principal

Date