

HUTCHINSON PUBLIC SCHOOLS

Hutchinson, Kansas

KDG, 1st & 2nd GRADES READING CONSUMABLE XEROX ORDER FORM

Building _____

Date Requested _____

Requested by _____

Date Needed _____

Approved by _____

Do Not
Mark In
This
Column

Level	TITLE	Qt											Total Copies	
			Decodable Reader #											
Kdg	Decodable Books													
			Unit #											
	Benchmark Assessments													
			Page Number											
	Progress Monitoring													
	Family Times													
			Page Number											
1st	Selection Tests													
1st	Ten Important Sentences													
			Decodable Reader #											
1st	Decodable Books													
	Strategic Decodable Books													
1st			Leveled Book #											
	Leveled Books Below On Above (Circle appropriate level)													
			Page Number											
2nd	Selection Tests													
2nd	Ten Important Sentences													
			Decodable Reader #											
2nd	Decodable Books													
2nd	Strategic Decodable Books													
2nd			Leveled Book #											
	Leveled Books Below On Above (Circle appropriate level)													
Grand Total														

INSTRUCTIONS TO OPERATOR:

- ___ Front Only
- ___ Front & Back
- ___ Collated in Sets
- ___ Separate Stacks
- ___ Stapled-Upper left-hand Corner

Directions:

1. Do not send original copy with form.
Originals are available in the copy room.
2. Copies ordered on this form will be charged to district reading consumables xerox budget code.

Date Received in Copyroom _____

Date Sent From Copyroom _____

TO ORDER SEND THIS FORM TO THE COPY CENTER