

PRINTSHOP FORMS

School _____

School Phone _____

Person Completing
Form _____

Home Phone _____

PLEASE NOTE: Any forms not listed below are no longer in use.

**** Building level forms are being revised and incorporated into a single District-wide Form each. Please e-mail any forms you have previously requested through the Print Shop with building names to Kelly Carley at karley@scsd.us so that they can be reviewed. ****

Make a copy of this request for your files and then scan to e-mail and send to the *Print Shop* at print.shop@scsd.us A copy of the **request for printing form MUST accompany all print requests.**

Preferred method of receiving orders is via e-mail, but you may mail it to us if this option is not available to you.

Please be sure to check your inventory before ordering.

	Quantity
1. Emergency Card / Press Release <u>English</u> <u>Spanish</u> <u>Westside</u>	
2. Telephone Message Pad (100 Sheets/Pad)	
3. Notes Home - 2 part carbonless <u>English</u> <u>Spanish</u>	
4. Student Accident Report Form (100 Sheets/Pad)	
5. Class Record Books - stapled, not spiral bound	
6. Pass (100 Sheets/Pad)	
7. Student Record Review Form	
8. Discipline Referral - 3 part carbonless	
9. Cumulative Folder (Outside)	
10. Enrollment Form - Residency Questionnaire <u>English</u> <u>Spanish</u>	
11. Tests K-12 Insert	
12. Pass to Nurse	
13. Student Registration Form <u>English</u> <u>Spanish</u>	
14. Lifeskills Certificate	
15. Sign In & Out Form	
16. Staff Car Registration (3 X 5 Card Stock)	
17. Petty Cash Receipt - 3 part carbonless	
18. Staff Absence Record (Card Stock)	

<u>19. Tardy Pass (100 Sheets/Pad - Yellow)</u>	
<u>20. Elementary Interim Report (2 part carbonless)</u>	
<u>21. District Dollars (100 Sheets/Pad) 1(Green) 5(Yellow)</u>	
<u>22. Hall Pass (100 Sheets/Pad)</u>	
<u>23. Lunch Order (100 Sheets/Pad)</u>	
<u>24. Senior Failure Notice (4 part carbonless)</u>	
<u>25. Staff Information/Emergency Health Information Card (Card Stock)</u>	
<u>26. Student Check Out Form (3 part carbonless)</u>	
<u>27. Student Contact Record (2 sided - Yellow Card Stock)</u>	
<u>28. Student Progress Report (2 part carbonless)</u>	
<u>29. Staff Absence Request Form (2 part carbonless)</u>	
<u>30. Daily Report</u>	
<u>31. Request for Printing Form</u>	
<u>32. Attendance Office Pass</u>	
<u>33. Uniform/Cloth Specification Form</u>	
<u>34. ESL/Bilingual/Department Student Record</u>	
<u>35. Racial and Ethnic Registration Form</u>	

**** All envelopes can be ordered by a BOVA requisition ****

**If there are others forms you would like, please e-mail a copy to
Kelly Carley at kcarley@scsd.us for her approval
(which is required before the Print Shop will process your order).**