Date submitted	Needed by
Secondary Schools	
School	Centralized Copying Form
Teacher	
# of originals Copies per original	
1-2 sided	2-2 sided 2-1 sided
☐ Collated	
☐ Not Collated	3 hole punch
Other	

- In the event of legal action due to copyright violations it will be assumed the
 person submitting the material has determined conformity to District
 Policy and Federal Law.
- •The same instructions apply to <u>ALL</u> attached originals. White paper will be used unless noted otherwise.
- •Heavier weight paper must be supplied by person submitting form.
- •Standard colors are: pink, yellow, green, buff, gold, red, salmon, and blue.

 Non-standard colors must be supplied by person submitting form.

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