

**HUTCHINSON PUBLIC SCHOOLS**  
 Hutchinson, Kansas

**3rd - 6th GRADES READING CONSUMABLE XEROX ORDER FORM**

Building \_\_\_\_\_

Date Requested \_\_\_\_\_

Requested by \_\_\_\_\_

Date Needed \_\_\_\_\_

Approved by \_\_\_\_\_

Do Not Mark In This

**Areas in Grey are limited to 5 worksheets a week**

Column Total Copies

Level	TITLE		Unit #	Page Number									Column Total Copies	
3rd	Practice Book 3.1													
3rd	Practice Book 3.2													
3rd	Spelling/Word Work													
3rd	Grammar													
3rd	Ten Important Sentences													
3rd	Family Times													
3rd	Leveled Book Worksheets													
	Below On Above (Circle appropriate level)													
3rd	Fresh Reads													
				Decodable Reader #										
	Decodable Books													
4th	Practice Book													
4th	Spelling/Word Work													
4th	Grammar													
4th	Ten Important Sentences													
4th	Family Times													
4th	Leveled Book Worksheets													
	Below On Above (Circle appropriate level)													
4th	Fresh Reads													
5th	Practice Book													
5th	Spelling/Word Work													
5th	Grammar													
5th	Ten Important Sentences													
5th	Family Times													
5th	Leveled Book Worksheets													
	Below On Above (Circle appropriate level)													
5th	Fresh Reads													
6th	Practice Book													
6th	Spelling/Word Work													
6th	Grammar													
6th	Ten Important Sentences													
6th	Family Times													
6th	Leveled Book Worksheets													
	Below On Above (Circle appropriate level)													
6th	Fresh Reads													
	<b>Grand Total</b>													

INSTRUCTIONS TO OPERATOR:

- \_\_\_ Collated in Sets
- \_\_\_ Stapled-Upper left-hand Corner

Date Received in Copyroom \_\_\_\_\_

Date Sent From Copyroom \_\_\_\_\_

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.

**TO ORDER SEND THIS FORM TO THE COPY CENTER**