

Printing Services

Print Requests

1. For curriculum printing submit a Curriculum Print Request. Printing requests must be approved by the principal and are a building budget expense. After a curriculum printing request has been submitted it will be approved/denied by your principal. Approved requests will be forwarded to the print shop. You will receive verification of acceptance by the print shop through your district email.
2. When submitting your request, include specific details, such as type of paper (copy/card stock), color of paper, singlesided/double sided, three- hole punch, stapled, combbound/strip bound, etc.
3. Only those items listed on the Curriculum Printing Options will be completed during the summer months.
4. Current print requests will take priority until the end of the school year.

How long will it take?

- Depends on the project – the more detailed the more time it will take. Completed requests will then be sent to the school/individual using our turtle delivery unless we have worked out another form of delivery.
- Summer printing will take a bit longer but will be boxed/wrapped and information will be written on outside of turtle package

Summer Curriculum Printing

- Individual teachers may submit their curriculum print request. The teacher will receive an e-mail verification that their print request has been denied or accepted.
- Teachers may modify the approved curriculum but must supply the print shop with one complete modified document for printing purposes. No self-made documents may be submitted as a modification. We do not retain these documents.
- You may request a unit(s) rather than the entire book without submitting a modified document. Please note the unit(s) in the subject comment box on the request form.
- No binding of books with the exception of the dictionary. You may request staple of units, chapters, etc. The copier has the ability to staple approximately 62 pages.

- If no specific instruction is noted in the comment section, the document will be finished as the print shop feels appropriate. Any reprint of these documents due to lack of information will incur additional costs.
- In support of our current approved curriculum no self-made documents will be printed in the print shop.
- In support of our current approved curriculum no self-made documents will be printed in the print shop.
- Printing errors should be submitted to the print shop by the third week of school start date.
- Please direct any questions and/or concerns to the email listed on this page.

Services

- Standard printing with staple or hole punch, etc.
- Color printing
- Comb bind
- Super strip binding
- Divide in count sections
- Business Cards (use cardstock – ten on a page)
- Envelopes (these must be purchased through the print shop unless you have worked something out with the warehouse)
- Will place orders to Office Depot if so desired.

For large size printing contact Dave Heath at Eagle Rock for his prices and/or questions.

Print Shop Hours & Contact Info

7:30 a.m. to 4:30 p.m. - Monday through Friday - year-round (lunch / noon - 1:00 pm)

Aubrey Holmgren / holmaubr@sd91.org (<mailto:holmaubr@sd91.org>)

(208) 525-7500 (in district -ext. # 50540)