**HOLLYWOOD HIGH SCHOOL**

**INTER-OFFICE CORRESPONDENCE**

**TO:** All Faculty and Staff

**FROM:** Administration

**DATE:** March, 2014

**SUBJECT: REVIEW OF COPY ROOM SERVICES**

Each teacher has been assigned a **limit** of **1,000** copies per month. The copy room staff will notify you once your limit has been reached. There are 2 designated copiers in Room 402 by teacher’s last name for teachers to access to make an additional 100 copies. Each teacher has been issued a pass code to access the machine.

* Yendy and the T.A.’s have been informed that if another teacher is willing to allow you to use all or part of their allotment of copies for the month, you must present to the copy room staff member, a written verification from that teacher and **it must have that teacher’s printed name and signature**.
* Yendy and the T.A.’s have been instructed that if you reach your copy limit, you will need to submit a written and signed notice by an administrator for the approval to request additional copies.

Finished copies will be placed in your mailbox within 48 hours of your request. **Please plan accordingly**. There are no guarantees that your order request will be ready the same day that you submit your request. Copy request forms may be picked up in the copy room located in the staff lounge. Copy orders must have the request form attached.

Utilizing your Elmo, other technological equipment to project your lessons and photocopying 1 class set can help reduce the amount of copies made. Although double sided copies save paper, they count as 2 copies.

Once the copier machines in the Copy Room have reached the overall limit for the month, a sign will be posted on the door indicating the date as to when the copiers will be available. **Please plan ahead.** During this time you can request to make copies using an office copier with your SLC Administrator.

**\*\*Please do not send students to the offices to make your copies, students are not allowed to utilize the office copiers. Please do not send your copy request to the Office staff, because we only have 5 clerical staff members to service 1500 students, parents and 140 staff members.**

**Copy Room Schedule**

**7:00 a.m. to 10:00 a.m.**

**Periods: 3, 4, & 5 Only**

**Subject to Change due to absences/field trips, other school events**