

Request for Cataloguing and Processing

Requested by : _____ **Date :** _____

Title: _____ **Total copies** _____

Destination:

Kit Resource Kit Video Theme box Other _____

Language:

French English

Contents: (ie. 12 identical student texts, 1 teaching guide)

Annotation: (a brief summary of why a teacher will want to use this item, or if in support of a particular curriculum)

Suggested subject headings or keywords:

Level: (check as many as apply)

Grade K 1 2 3 4 5 6
 7 8 9 10 11 12

OR

Professional

Price: (total cost) \$ _____

Urgent High priority Low priority

Completed : _____