



# ELEMENTARY

Update: 09/09/21  
Printed Materials Order Form



ITEM NO.	PRICE	QTY.	TOTAL	DESCRIPTION
1	\$2.50 Per Pad	X	=	MONTHLY-IN-DISTRICT TRAVEL REPORT (2 sides—100 per pad) - White
2	\$.06 ea. Individual	X	=	DEPARTMENT/CAMPUS LEAVE & ABSENCE ACCT. CARD (8.5X11-2 - Sides) Salmon
3	\$190.00 Box/2500	X	=	PROGRESS REPORT TO PARENTS (8.5x11—2 part NCR- Approx. 2500 sets)
	\$95.00 Box/1250	X	=	PROGRESS REPORT TO PARENTS (8.5x11—2 part NCR- Approx. 1250 sets)
4	\$2.00 Per Pad	X	=	HOME LANGUAGE SURVEY SHEETS- (8.5x11, 1 sided—100 per pad) White
5	\$4.00 Per Pad	X	=	OUT-OF-DISTRICT TRAVEL FORMS (Approx. 25 sets per pad—4-part NCR)
6	\$.50 Per Pad	X	=	WHILE YOU WERE OUT PADS (100 Per Pad—4.25X5.5) White
7	\$225.00 Per Carton	X	=	DISCIPLINARY ACTION REPORTS (Referrals) (8.5X11-4-Part NCR-Approx. 1250 sets)
	\$115.00 Per Carton	X	=	DISCIPLINARY ACTION REPORTS (Referrals) (8.5X11-4-Part NCR-Approx. 625 sets)
8	\$8.00 Pkg/100	X	=	ENROLLMENT/CHANGE/CANCEL FORM (2-part NCR)
9	\$2.50 Per Pad	X	=	SUPPLEMENTARY REPORT TO PARENTS (50 sets per pad –8.5X7-2-Part NCR)
10	\$4.00 Per Pad	X	=	BILINGUAL STUDENT ED HISTORY CARD (200 per pkg.) Pastel Blue
11	\$10.00 Pkg/250	X	=	PERMANENT RECORD CARDS (8.5X11-1 sided) Buff
12	\$10.00 Pkg/250	X	=	PLACEMENT CARDS (5.5X8.5-2 sided) Blue Card– Boys, Pink Card– Girls
13	\$10.00 Pkg/250	X	=	SCHOOL PICTURE CARDS (8.5X11-1 sided) Blue
14	\$15.00 Pkg/250	X	=	CUMMULATIVE RECORD CARDS (8.5X11-1 sided) Buff
15	\$15.00 Pkg/250	X	=	STUDENTS AT RISK CARDS (8.5X11-2 Sided) Yellow
16	\$12.50 Pkg/500	X	=	1st GRADE PROGRESS REPORT (8.5X11-2 sided) White
17	\$16.00 Pkg/200	X	=	PRE-KINDERGARTEN COMMENT SHEETS (200 sets per pkg.-8.5X11-2-part NCR)
18	\$25.00 Pkg/50	X	=	<b>PRE-KINDERGARTEN 3</b> REPORT CARDS (50 sets per pkg. 8.5X14-5-part NCR)
19	\$25.00 Pkg/50	X	=	<b>PRE-KINDERGARTEN 4</b> REPORT CARDS (50 sets per pkg. 8.5X14-5-part NCR)
20	\$20.00 Box/500	X	=	PRE-KINDERGARTEN REPORT CARD <b>ENVELOPES</b> (6x9) White
21	\$4.00 Pkg/200	X	=	KINDERGARTEN PROGRESS REPORTS (200 sets per pkg. 5.5X8.5 2-part NCR)
22	\$50.00 Box/2000	X	=	ASSIGNMENT SHEETS (8.5X11 –2 sided) White
23	\$7.00 Pkg/200	X	=	ELEMENTARY TARDY REFERRALS (Standard Form Only) (4.25X5.5, 3-part NCR)
24	\$8.00 Pkg/300 labels	X	=	ECISD Laser/Inkjet Mailing Labels- 3 1/3"X4"- 6-up on a sheet(50 shts. per pack-300 labels)
25	\$4.00 Per pad	X	=	Request for Check Form (2-part NCR, 50 per pad)
26	\$5.00 Pkg/200	X	=	Permission to Videotape or Audiotape Students - Loose (8.5x11, 2-sided) White
<b>TOTAL CHARGES</b>			= \$	This amount will be deducted from budget # _____

School \_\_\_\_\_ Authorized Signature \_\_\_\_\_





# SECONDARY

**Updated: 08/13/19**  
**Printed Materials Order Form**

ITEM NO.	PRICE	QTY.	TOTAL	DESCRIPTION
<b>1</b>	\$2.00 Per Pad	<b>X</b>	=	CAR RENTAL REQUEST FORM (100 per pad) - White
<b>2</b>	\$2.50 Per Pad	<b>X</b>	=	MONTHLY-IN-DISTRICT TRAVEL REPORT (2 sides—100 per pad) - White
<b>3</b>	\$.06 ea. individual	<b>X</b>	=	DEPARTMENT/CAMPUS LEAVE & ABSENCE ACCT. CARD (8.5X11-2 - Sides) Salmon
<b>4</b>	\$190.00 Box/2500	<b>X</b>	=	PROGRESS REPORT TO PARENTS (8.5x11—2 part NCR-Approx. 2500 sets)
	\$95.00 Box/1250	<b>X</b>	=	PROGRESS REPORT TO PARENTS (8.5x11—2 part NCR-Approx. 1250 sets)
<b>5</b>	\$2.00 Per Pad	<b>X</b>	=	HOME LANGUAGE SURVEY SHEETS- (8.5x11, 1 sided—100 per pad) White
<b>6</b>	\$4.00 Per Pad	<b>X</b>	=	OUT-OF-DISTRICT TRAVEL FORMS (Approx. 25 sets per pad—4-part NCR)
<b>7</b>	\$.50 Per Pad	<b>X</b>	=	WHILE YOU WERE OUT PADS (100 Per Pad—4.25X5.5) White
<b>8</b>	\$225.00 Per Carton	<b>X</b>	=	DISCIPLINARY ACTION REPORTS (Referrals) (8.5X11-4-Part NCR-Approx. <b>1250 sets</b> )
	\$115.00 Per Carton	<b>X</b>	=	DISCIPLINARY ACTION REPORTS (Referrals) (8.5X11-4-Part NCR-Approx. <b>625 sets</b> )
<b>9</b>	\$.50 Per Pad	<b>X</b>	=	UNEXCUSED ABSENCE FORM (100 Per Pad—4.25X5.5) Blue
<b>10</b>	\$.50 Per Pad	<b>X</b>	=	EXCUSED ABSENCE FORM (100 Per Pad—4.25X5.5) White
<b>11</b>	\$.50 Per Pad	<b>X</b>	=	CORRIDOR PASS (100 Per Pad—4.25X5.5) White
<b>12</b>	\$1.00 Per Pad	<b>X</b>	=	ELIGIBILITY REPORT FORM (100 Per Pad—5.5X8.5) White
<b>13</b>	\$9.00 Pkg/200	<b>X</b>	=	NOTICE OF SCHEDULE CHANGE (200 sets per pkg.—4.25x6—3-Part NCR)
<b>14</b>	\$7.00 Pkg/200	<b>X</b>	=	SECONDARY TARDY REFERRALS ( 200 sets per pkg.—4.25X5.5, 3-part NCR)
<b>15</b>	\$15.00 Pkg/250	<b>X</b>	=	STUDENTS AT RISK CARDS (8.5X11-2 Sided) Yellow
<b>16</b>	\$10.00 Pkg./250	<b>X</b>	=	Permanent Record Cards (8.5x11-1 sided) Buff
<b>17</b>	\$4.00 50 per pad	<b>X</b>	=	Request for Check Form (2-part NCR, 50 per pad)
<b>18</b>	\$8.00 Pkg/300 labels	<b>X</b>	=	ECISD Laser/Inkjet Mailing Labels- 3 1/3"X4"- 6-up on a sheet(50 shts. per pack-300 labels)
<b>19</b>	\$10.00 Pkg/250	<b>X</b>	=	Academic Achievement Record Card (8.5x11-1sided) White
<b>20</b>	\$5.00 Pkg/200	<b>X</b>	=	Permission to Videotape or Audiotape Students - Loose (8.5x11, 2-sided) White
<b>TOTAL CHARGES</b>			= \$	This amount will be deducted from budget # _____

School \_\_\_\_\_

Authorized Signature \_\_\_\_\_