

STAFF SHOULD NOT FILL THE FORM OUT IN THE WEB BROWSER. YOU MUST DOWNLOAD THE FORM, OPEN IT IN ADOBE, THEN FILL IT OUT AND THEN SAVE.

Eagle Central is open from 7:00 am - 2:00 pm.

All staff must adhere to these procedures to receive any printed copies over 10 pages. Please allow a 24-48 hour turn-around for all copies, laminating, and poster requests. **Same-day requests will not be honored.** All staff will need to bring paper down to Eagle Central to complete copies. Department Chairs are responsible for providing Ms. Harris with a box of paper that can be stored in Eagle Central. **(Please note: You cannot receive more than color copies per order).**

Procedures:

Step 1:

1. Please download and complete the [Eagle Central Department Chair Approval Form](#)
 - Email the signed form to your **department chair along** with an attachment of what you want printed in Eagle Central. Please include all printing instructions on this form.
 - The department chair **can** decide to deny any copies, based on the department budget and paper supply.
2. The Department Chair will sign the form electronically and send it back to you.

Step 2:

3. After receiving your department chairs' signature, complete and submit the [Eagle Central Request \(26-27\)](#) google form.
4. If there isn't any more paper from your department in Eagle Central, after submitting the form, you will need to bring down paper for Mrs. Harris to process your request.
 - We are keeping a small amount of white paper for each department. Copies on color paper are available upon request. If Eagle Central does not have a color you need, you must provide the desired color.
 - Department Chairs will be notified by Mrs. Harris when their paper is low.
 - All paper is being purchased through the department budget
 - The campus general fund will no longer be providing paper to Eagle Central
 - All staff should continue to think of ways to use the electronic devices provided by the district or creative ways to reuse classroom sets.
 - The warehouse will only have deliveries once a week to Klein Forest. If we are low on paper, Mrs. Harris may not be able to print **(it is very important you plan ahead)**
5. After completion, Mrs. Harris will email you stating your order is ready for pick-up.

Other Important Information:

- Students **cannot** pick up anything printed in Eagle Central.
- Bubble answer sheets **can** still be printed to your assigned office printer.
- **AP Yolanda Watson** will notify staff if the copy machines are not working (possible delays).
- Team Leads, Dept Chair, or Specialists may make emergency copies for you.