

Teacher Online Ordering Forms for ABELA Mission College

Starting in 2021, all ordering and scheduling for ABELA will be done online in order to increase efficiency and ease submission. Each ABELA Distribution Center will have its own webpage on the [ABELA Website](#) where center-specific forms can be found.

Only teachers who have participated in an official ABELA training workshop may implement the labs in their classrooms. New teachers interested in doing the ABE labs should complete the [ABELA New Teacher Survey](#) in order to receive registration information for upcoming workshops.

This [instructional video](#) summarizes the following ordering procedure.

ABE-LA Online Teacher Forms Submission Timeline

TEACHER FORMS	TITLE	WHEN	WHO
FORM A	Time Reservation Form	Any time once kit calendar is posted	1 teacher/schools for kits or each teacher for supplies only
FORM B	Supply Order Form	Anytime after Form A is submitted, at least 5 weeks prior to pick up	Each teacher
FORM C	Teacher Policies/Expectations	With Form B	Each teacher
FORM D	Teacher Lab Results Survey	Once finished with labs, prior to return	Each Teacher
STUDENT FORM			
FORM E	Student Post Lab Questionnaire	Once finished with labs, prior to return	Each student

Scheduling and Supply Ordering Protocol:

1. Look at the [ABELA Mission College Calendar 2025-26](#) for available time slots.
2. Complete [FORM A](#) (*Time Reservation Form*) online as soon as possible to
 - a. reserve a time slot. The new schedule is usually posted in May for the following academic year.

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- i. For schools with multiple teachers using ABE equipment, only one teacher needs to complete this form since you will all be doing the labs during the same time slot.
 - ii. For schools using their own equipment, teachers can do the labs at different times during the year and each teacher should complete FORM A if they plan on doing the labs at different times of the year.
 - iii. Check the [ABELA Mission College Calendar 2025-26](#) again later to see which time slot you are assigned. Every effort will be made to give teachers either their first or second choice of timeslots.
3. Complete [FORM B](#) (*Supply Order Form*) online **one month prior** to your scheduled pick up date.
 - a. **Every teacher doing the labs at a school must complete FORM B** one month prior in order for the technician to have enough time to prepare all the supplies. Orders not placed one month prior may be rescheduled for a later date if available.
4. When completing FORM B, teachers are asked to review [FORM C](#) (*Teacher's Expectations and Policies*) and agree to the terms by entering their name. **Every teacher** at a school must agree to FORM C when they submit FORM B.
5. Time slots for pick up and return of kits will be done via email. Be sure to check spam folders as some districts send these emails to spam. Be sure to read the protocols for pick up and return within the invitation as these may be subject to change. Supplies for Lab 5 (transformation) and Lab 6 (protein purification) are usually picked up on a different day typically at the end of the second week of any 3-week time slot. This will be arranged via email.
6. **Every teacher** must complete [FORM D](#) (*Teacher Lab Results Survey*) before the return of the kit and/or supplies. This form will require you to upload photos of some of your students' gel and plate results to a shared drive folder (link is in the survey). Please follow the directions to create a folder with your school name, date and your last name. The form also asks that you record the **lot number** of competent cells and plates used in Lab 5.
7. We ask teachers to have your students complete [FORM E](#) (*Student Post Lab Questionnaire*) once they have finished the labs. Form E is completely anonymous and teachers are encouraged to read the questionnaire prior to having their students complete it.

In order to continue to serve the large volume of teachers and students in the Greater Los Angeles area with the highest quality, we ask for your compliance in completing all the required forms (FORMS A-D) in a timely manner.