

Santa Maria High School – Copy Requests

The mail/copy room is located inside the admin building in room 127, across from the Records office. It is staffed from 7:30-11:30am on school days.

Copy requests can be submitted in-person or via email to bosmonson@smjuhsd.org

Students and TAs are allowed to pick up copies, except for tests or quizzes; please knock for assistance. No other mail or packages will be given to students without prior instruction from staff.

When requesting copies please indicate the teacher's last name and department for tracking purposes.

Attach the document to the copy request form with a paperclip, or in the email.

Specify how many copies will be needed and if there are any special instructions such as 2-sided printing, stapling, and/or hole-punching.

There is usually a short turnover timeline, with copies done within the hour of request. The exception to this rule is during the first 2-3 weeks of classes beginning in August and January.

Santa Maria High School Duplicating

Date _____

Date Needed _____

Name _____ Ext _____

Dept to Charge _____

Number of originals _____

Number of copies _____

Exactly like originals NO YES

Back to Back NO YES

Group (aaa,bbb,ccc) NO YES

Collated (abc,abc,abc) NO YES

Stapled NO YES

Hole punched NO YES

Special Instructions:

