

Form Explanation Sheet

FORM NAME: Wish List - Education

WHY IT'S USED: This form is used every spring for education staff to make a wish list for materials they would like for the coming school year.

HOW TO USE: Write your center name and the classroom (ie., Schuyler/Kristie and Laurie), the name of the catalogue (or company if you used online information) and the page number (i.e., 2 of 3). The priority column code is A for necessities, B for "wants" and C for "if we have lots of money". "Why I need this?" column is for explanation (i.e., "ours is broken"). The rest of the columns are self-explanatory and need to be completed correctly for the wish list to be accepted. Remember, this is a **wish list**.

DEADLINES: May 10

WHO IS RESPONSIBLE: Teachers

WHERE IT GOES: Make a copy for your file and send the original to the Doris at Central Office.