

Computer Lab Request For School Year 2011/2012

Teacher's Name	
Today's Date	
Date(s) Requesting Lab	
Period(s)	
Subject, Class Name	
Assignment Title	
Assignment and Project Description (Don't forget the supporting documents, this helps keep students on track.)	
Software or Equipment Requirements Please Note: Please allow for sufficient lab time if you are teaching students to run software for the first time.	<input type="checkbox"/> Power Point <input type="checkbox"/> MS Word <input type="checkbox"/> Excel <input type="checkbox"/> Internet <input type="checkbox"/> Publisher <input type="checkbox"/> Equipment
Comments or class concerns:	
Size of class (labs have approximately 29 and 30 computers).	

NOTE: Please check with the lab if we have the software you need for a lesson. If we do not have a site license and you have a specific software you want to use, we will need to contact Information Technology to have it installed. Thank you.

Remember, try to book **3 days in advance**.