

Computer Lab Room Sign-Up Request Form 2009-2010 Rev1

Teacher's Name	
Today's Date	
Date(s) Requesting Lab	
Periods or Time	
Subject	
Assignment Title	
Assignment and Project Description (Please attach Rubric if available, it helps to keep students on task)	
Project Due Date	
Lab Info	
Software or Equipment Requirements	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Photoshop(5 computers only) <input type="checkbox"/> MSWord <input type="checkbox"/> Internet <input type="checkbox"/> Equipment
<i>Note: Please check with the lab if your project requires <u>special hardware or software needs</u>. If it is not already installed in the lab, students will not be able to do the assignment. Thanks!</i>	
Scheduled:	<input type="checkbox"/> Lab 20 <input type="checkbox"/> Lab 21
Comments:	
Please let us know the size of your class:	

******Please schedule lab at least 3 days in advance to insure that you can be scheduled. If you cancel the lab, please call x3745 and leave a message. This way other teachers and students can use the lab**