



Materials Request/Copies Procedures

1. Materials request sheet should be finalized and submitted to Master Teacher at time of lesson plan approval
2. Approval and submittal of materials sheet must be completed one week prior to teach date
3. Reference UTeach inventory to complete your request sheet
4. Note bin check-in and check-out hours and adhere to them
5. Copies for lessons should be submitted to Mentor Teacher one week prior to teach date (If copies are not submitted by above deadline, then student is responsible for making and paying for copies)