

# SDS Copy Request Form

For SDS administrators to better serve you, please fill out the form below to submit an official SDS Copy Request form and documentation.

Please allow a minimum of 48 hours for the request to be processed, if the request is urgent please fill out the form and contact SDS Administrators directly to process the request. SDS Administration Staff will contact you when the request has been processed.

This form can be used for SDS Copy Requests, Scantron Sheet Requests and Scratch Off Ticket Requests.

How to Submit Copy Requests:

1. Complete the SDS Copy Request Form.
2. Upload the form and supporting documents to the widget found in the administration resources.

## \*Required Information

Name:

Contact Email:

Copy Request: Please submit copy documents along with this form.

Number of Copies:

Single Sided Copies

Paper Color

Double-Sided Copies

Stapled

Yes

No

Special Requests:

Scantron Request: Please indicate number and form of Scantron sheets below.

Number Requested:

Final Exam

Yes

No

Scratch Off Cards Request: Please indicate preferred form number below, if the new form request is marked "Yes", we will provide a "Key" for the form used in the request.

Form Number:

Number of Cards Requested:

New Form

Yes

No

Number Range Requested

Extended Time Copies Requested:

Date: Please indicate the date you will need the request completed by.