**NHS Computer Lab Request Form**

**(Page 1 of 2)**

* Please attach this computer lab usage form to your OnCourse lesson plans **and** submit it to Laura Bouknight **and** Janet Ward five school days in advance.
* Either Mrs. Bouknight or Mrs. Ward will add your class to the computer lab schedule after you have submitted **both of these pages** and you will receive a confirmation of your request. If you prefer to write in the seating chart, please print out both pages and turn the form in at the library.
* **Teachers and students are required to follow all of the NHS Computer Lab Norms. By filling out this form, you are agreeing to ensure students do not bring drink or food, leave trash or papers in the labs, do not play games or use streaming media, and be the last one out the door to check for compliance in shutting down computers and monitors and removing trash.**

|  |  |
| --- | --- |
| Teacher: |  |
| Date of form submission: |  |
| Date of computer lab use: |  |
| Class Block/ Period: |  |
| Detailed Description of Activity: |  |
| Standard(s)/Indicator(s) addressed: |  |

**NHS Computer Lab Request Form (Page 2 of 2)**

**Please limit seating chart to ONE PRINTED PAGE. All names should be visible on one page. Use last names, first initial only if space does not permit.**

**☐ 402 (26 computers) ☐ 403 Lab (19 computers) ☐ 410 Lab (26 computers) ☐ Media Center (30 computers)**

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| --- | --- | --- | --- | --- | --- | --- |
| Teacher: | | | | | | |
| Date of computer lab use: | | | | | | |
| Class Block(s)/ Period(s): | | | | | | |
| **Computer** | **Seating Chart- list student names under the appropriate blocks/periods you are requesting** | | | | | | |
| **Block** | Example: 1A | Example: 3A | Example: 5A | Example: 2B | Example: 4B | Example: 8B | |
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