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## Admission Slip

STUDENT \_\_\_\_\_

TIME \_\_\_\_\_ a.m.  
\_\_\_\_\_ p.m. DATE \_\_\_\_\_

EXCUSED  UNEXCUSED

SIGNATURE \_\_\_\_\_

E-106

*Academy Press*

**E -106 ADMISSION SLIP—4¼x2¾**

## ABSENCE/TARDY ADMIT SLIP

Student \_\_\_\_\_

Absent \_\_\_\_\_ AM  
 Tardy Date(s) \_\_\_\_\_ Time \_\_\_\_\_ PM

Reason \_\_\_\_\_

Excused  
 Unexcused \_\_\_\_\_  
(Signature)

E-107

*Academy Press*

**E -107 ABSENCE-TARDY ADMIT SLIP—4¼ x2¾**

## E -106 ADMIT SLIP

## E -107 ABSENCE TARDY ADMIT SLIP

## E-109 LATE SLIP

## E -110 LATE PASS

All measure 4¼ x2¾

All Are Available

In 2 Part Carbonless—  
white with yellow duplicate slips

**500 sets— \$25.00**

**1000 sets— \$40.00**

**2500 sets— \$75.00**

**5000 sets— \$90.00**

In Pads of Bond Paper

100 sheets per pad

**25 pads— \$35**

**50— \$45**

**100— \$80**

**250— \$175**

## **In BOOKLETS**

Of 2 Part Carbonless  
8 white with yellow duplicate

forms per page

Perforated and Bound

in a 9x11 Hard Cover Booklet:

400 Slips Per Booklet

2000 Slips in 5 Books

\$24.00 per book

4000 Slips in 10 Books

\$21.00 per book

6000 Slips in 15 Books

\$19.00 per book

8000 Slips in 20 Books

\$17.00 per book

## LATE SLIP

Name \_\_\_\_\_

May Enter Room

Late \_\_\_\_\_ minutes

Reason \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

E-109

*Academy Press*

**E-109 LATE SLIP—4¼x2¾**

Grade: \_\_\_\_\_

Room: \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

## **L A T E P A S S**

Name \_\_\_\_\_

Excused \_\_\_\_\_ Unexcused \_\_\_\_\_

E-110

*Academy Press*

**E -110 LATE PASS—4¼ x2¾**

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### ATTENDANCE REPORT

Period \_\_\_\_\_ Date \_\_\_\_\_

Room No. \_\_\_\_\_ HR \_\_\_\_\_ Subject \_\_\_\_\_

Name	Name

Teacher \_\_\_\_\_

A-109 *Academy Press*

### Hall Pass

Please allow \_\_\_\_\_  
(Student's Name)

To go to:

- |                                       |                                      |   |
|---------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Library      | <input type="checkbox"/> Nurse       | <input type="checkbox"/> Principal/ Asst. Prin. |
| <input type="checkbox"/> Guidance     | <input type="checkbox"/> Cafeteria   | <input type="checkbox"/> Main Office            |
| <input type="checkbox"/> Dean         | <input type="checkbox"/> Auditorium  | <input type="checkbox"/> Bus                    |
| <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Locker      | <input type="checkbox"/> Room _____             |
|                                       | <input type="checkbox"/> Other _____ |   |

Date: \_\_\_\_\_ Time Left: \_\_\_\_\_ AM  
PM

Teacher/Staff: \_\_\_\_\_

Time Returning: \_\_\_\_\_ AM  
PM

Teacher/Staff: \_\_\_\_\_

A-110 *Academy Press*

**A-110 HALL PASS PADS** 4 ¼ x 3 ½ In Pads of 100 sheets per pad  
25 pads— \$35 / 50— \$45 / 100— \$80 / 250— \$175  
*Customize It At No Additional Charge*

**A 109 CLASSROOM ATTENDANCE REPORT** 5 ½ x 4 ¼ In pads of 100 sheets per pad  
25...\$40.00 50...\$62.50 100...\$110.00 200...\$180.00

### DAILY ABSENTEE REPORT

Date _____		Absentees	A.M.	P.M.
Enrollment				
Boys	Girls			
Absentees				
Boys	Girls			
A.M. _____				
P.M. _____				
Grade _____		Teacher _____		

E-103 ACADEMY PRESS 1-866-223-5490

**E-103 Daily Absentee Report Pad** 5x3 — Bond Paper-100 Sheets per Pad  
25 pads— \$35 / 50— \$45 / 100— \$80 / 250— \$175

### EARLY DISMISSAL

Date \_\_\_\_\_ 20 \_\_\_\_

Name \_\_\_\_\_

has permission for an early dismissal today.

Reason \_\_\_\_\_

KINDLY ALLOW THE STUDENT TO LEAVE AT

\_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

Authorized Signature \_\_\_\_\_

A-104 *Academy Press*

**A-104 Early Dismissal Pad** 5x3 — Bond Paper-100 Sheets per Pad  
25 pads— \$35 / 50— \$45 / 100— \$80 / 250— \$175

*Customize It At No Additional Charge*

**OFFICIAL REQUEST**

Date .....

Name ..... Sec. ....

Room .....

Report to the Office of

- Principal
- Student Services
- Athletic Director
- Main Office
- Activities
- Class Advisor
- .....
- Studies
- Tuition / Finance
- Librarian
- Chaplain
- Nurse
- Band
- Guidance

- IMMEDIATELY
- WHEN CONVENIENT
- AFTER SCHOOL
- \_\_\_\_\_

Dismissed from above office at .....

.....

SIGNATURE

A-108

*Academy Press*

**A-108 OFFICIAL REQUEST PADS** —4¼"x5½"- 100 Sheets per pad  
25-\$40.00/ 50-\$62.50 100/\$110.00 200 pads-\$180.00

*Customize It At No Additional Charge*

**E- 105 EMERGENCY INFORMATION CARD**  
4" x 6" INDEX, PRINTS 2 SIDES

250— \$35.00 500— \$40.00 1000— \$60.00

*Customize It At No Additional Charge*

Complete both sides

Gr. \_\_\_\_\_ Rm. \_\_\_\_\_ Date \_\_\_\_\_

**EMERGENCY INFORMATION**

Student's Name \_\_\_\_\_  
Last First M.I.

Date of Birth \_\_\_\_\_  
Month Day Year  Male  Female

Student's Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
Zip \_\_\_\_\_

FATHER'S NAME \_\_\_\_\_ MOTHER'S NAME \_\_\_\_\_  
Last First Last First

PERSON WITH WHOM STUDENT LIVES IF OTHER THAN PARENT \_\_\_\_\_

Father EMPLOYMENT Mother  
Place \_\_\_\_\_ Place \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Cell Phone Father: \_\_\_\_\_ Cell Phone Mother: \_\_\_\_\_

(Over)

Student's Name \_\_\_\_\_  
Last First M.I.

**Emergency Contact**

**PLEASE DO NOT PUT PARENTS' NUMBERS HERE**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Family Physician \_\_\_\_\_ Phone \_\_\_\_\_

Family Dentist \_\_\_\_\_ Phone \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_ Grade \_\_\_\_\_ Bus Number \_\_\_\_\_

Please note any special health conditions such as an allergy to any medication (antibiotics, tetanus or adhesive sensitivity), to insect bites, convulsions, delayed blood clotting time, etc.

If child becomes ill at school, it is the responsibility of the parent to provide transportation home. In case of extreme emergency when parents or family physician cannot be contacted, I give school authorities permission to call a physician or take whatever action deemed necessary.

Parent/Guardian Signature \_\_\_\_\_

**Note: Please inform the school of any changes.**

E-105

### HEALTH CENTER REFERRAL

NAME: \_\_\_\_\_ Date: \_\_\_\_\_

STUDENT #: \_\_\_\_\_

TEACHER'S SIGNATURE: \_\_\_\_\_

TIME EXCUSED FROM CLASS: \_\_\_\_\_ TIME EXCUSED FROM HEALTH CENTER: \_\_\_\_\_

REASON FOR REFERRAL: \_\_\_\_\_

ASSESSMENT: \_\_\_\_\_

INTERVENTION: \_\_\_\_\_

NURSE'S SIGNATURE \_\_\_\_\_

A-111

*Academy Press*

### NURSE'S OFFICE PASS

NAME: \_\_\_\_\_ SECTION: \_\_\_\_\_

LEAVING ROOM: \_\_\_\_\_ PERIOD: \_\_\_\_\_ TIME: \_\_\_\_\_

TEACHER: \_\_\_\_\_ DATE: \_\_\_\_\_

TIME STUDENT ARRIVED AT NURSE/OFFICE: \_\_\_\_\_

REASON: \_\_\_\_\_

DISCHARGED TO: HOME: \_\_\_\_\_ CLASS: \_\_\_\_\_

TIME: \_\_\_\_\_

SIGNATURE OF NURSE/OFFICE

A-112

*Academy Press*

### GUIDANCE OFFICE APPOINTMENT

NAME: \_\_\_\_\_ SECTION \_\_\_\_\_

STUDENT NUMBER \_\_\_\_\_

YOUR APPOINTMENT IS SCHEDULED FOR:

Date \_\_\_\_\_ Time \_\_\_\_\_

Show this request slip to your teacher before reporting to the Guidance Office.

If for some reason, you are unable to keep this appointment due to a test, for example, NOTIFY THE GUIDANCE OFFICE AS SOON AS POSSIBLE.

COUNSELOR \_\_\_\_\_ DATE \_\_\_\_\_

A-113

*Academy Press*

**A-111—Health Center Referral—5½x4¼**  
**A-112—Nurse's Office Pass—5½x4¼**  
**A-113—Guidance Office Appointment—5½x4¼**

In 2 part carbonless  
white with yellow duplicate  
500 sets—\$30.00 / 1000 sets—\$50.00 /  
2500 sets—\$95.00 / 5000 sets—\$145.00

In 3 part carbonless  
white, yellow & pink triplicate  
\$40.00 / 1000 sets—\$60.00 /  
2500 sets—\$125.00 / 5000 sets—\$175.00

**Customize Any of These Forms  
At No Additional Charge**

## DEMERIT SLIP

Student \_\_\_\_\_

Grade \_\_\_\_\_ Room \_\_\_\_\_

Date \_\_\_\_\_

Number of Demerits \_\_\_\_\_

REASON: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Issued by: \_\_\_\_\_

E-113

*Academy Press*

**E-113—DEMERIT SLIP 5½x4¼**

**E-114 CONDUCT VIOLATION 5½x4¼**

**Customize It At No Additional Charge**

In 2 part carbonless  
white with yellow duplicate

500 sets —\$30.00 / 1000 sets—\$50.00 /  
2500 sets—\$95.00 / 5000 sets—\$145.00

In 3 part carbonless  
white, yellow & pink triplicate

\$40.00 / 1000 sets—\$60.00 /  
2500 sets—\$125.00 / 5000 sets—\$175.00

E-114

**The Academy School**  
SCHOOL ADDRESS • TELEPHONE NUMBER

## CONDUCT VIOLATION

Student \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Each infraction worth one (1) demerit

Each infraction worth (2) demerits

\_\_\_\_ Out of class without permission  
\_\_\_\_ Hallway violation  
\_\_\_\_ Not prepared for class  
\_\_\_\_ Littering  
\_\_\_\_ Form not returned  
\_\_\_\_ Tests not signed  
\_\_\_\_ Incomplete Assignment  
\_\_\_\_ No absentee note  
\_\_\_\_ Loitering after dismissal  
\_\_\_\_ Disorder during Fire Drill  
\_\_\_\_ Out of bounds  
\_\_\_\_ Disrespect

\_\_\_\_ Cheating  
\_\_\_\_ Repeated Class Disturbance  
\_\_\_\_ Dress Code Violation  
\_\_\_\_ Late for School  
\_\_\_\_ Leaving Without Permission  
\_\_\_\_ Gym Violation  
\_\_\_\_ Lying  
\_\_\_\_ Inappropriate Behavior in  
    hitting another student  
\_\_\_\_ Chewing Gum/Eating  
\_\_\_\_ Defiance  
\_\_\_\_ Profanity

Total Demerits \_\_\_\_\_

**5 demerits = 1 Saturday Detention**

## AUTOMATIC SUSPENSION

Truancy  
Stealing

Fighting  
Vandalism

Forgery  
Drugs/Alcohol

Detention Cut  
Possession of Weapon

Issued by: \_\_\_\_\_

Parent Signature \_\_\_\_\_

## DETENTION SLIP

Name: \_\_\_\_\_

has been assigned detention:

Date(s) \_\_\_\_\_

Time \_\_\_\_\_ Room \_\_\_\_\_

Reason for Detention \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Attended

Did Not Attend

\_\_\_\_\_  
(Signature)

E-111

*Academy Press*

**E-111 —  
DETENTION SLIP  
4¼x3½**

In 2 part  
carbonless  
white with  
yellow duplicate

500 sets —\$30.00  
1000 sets— \$50.00  
2500 sets— \$95.00  
5000 sets—\$145.00

**A-118—DEMERIT NOTICE—5½x4¼**

In 2 part carbonless— white with yellow duplicate

500 sets —\$30.00 / 1000 sets—\$50.00 /  
2500 sets—\$95.00 / 5000 sets—\$145.00

In 3 part carbonless— white, yellow & pink triplicate

500 sets —\$40.00 / 1000 sets—\$60.00 /  
2500 sets—\$125.00 / 5000 sets—\$175.00

*Customize It At No Additional Charge*

**A-119—DISCIPLINE NOTICE—6x4¼**

In 2 part carbonless  
white with yellow duplicate

500 sets—\$40.00 / 1000—\$65.00  
2500—\$110.00 / 5000—\$160.00

In 3 part carbonless— white, yellow & pink triplicate

500 sets—\$50.00 / 1000 sets—\$80.00 /  
2500 sets—\$145.00 / 5000 sets—\$195.00

*Customize It At No Additional Charge*

**Academy High School — Demerit Notice**

NAME: \_\_\_\_\_ I.D.#: \_\_\_\_\_  
DATE: \_\_\_\_\_ SECTION: \_\_\_\_\_  
TEACHER: \_\_\_\_\_  
COMMENT: \_\_\_\_\_  
PARENT SIGNATURE: \_\_\_\_\_

- 6 DEMERITS  
24. \_\_\_ Defiance  
25. \_\_\_ Repeated Disobedience /Disrespect
- 10 DEMERITS  
26. \_\_\_ Skipping Saturday Detention  
27. \_\_\_ Disorder at Assembly  
28. \_\_\_ Cheating  
29. \_\_\_ Leaving School Premises  
30. \_\_\_ Forgery  
31. \_\_\_ Defacing School property  
32. \_\_\_ Cutting Class, Lunch, Study  
33. \_\_\_ Suspicion of Smoking  
34. \_\_\_ Smoking in School  
35. \_\_\_ Smoking on School grounds  
36. \_\_\_ Theft  
37. \_\_\_ Trespassing  
38. \_\_\_ Lying
- 15 DEMERITS  
39. \_\_\_ Fighting  
40. \_\_\_ Truancy  
41. \_\_\_ Vandalism
- 20 DEMERITS  
42. \_\_\_ Extreme Disrespect or Threats  
43. \_\_\_ Weapons  
44. \_\_\_ Alcohol/Drug violations

- 2 DEMERITS  
1. \_\_\_ Using phone without permission  
2. \_\_\_ Food/Drink outside of Cafeteria  
3. \_\_\_ Skipping Cafeteria Table Cleaning  
4. \_\_\_ Chewing Gum  
5. \_\_\_ Improper language  
6. \_\_\_ Dress Code Violations  
7. \_\_\_ No Parental Form signed or Absence Note  
8. \_\_\_ Late for School, Class, Study, Cafeteria  
9. \_\_\_ Not using assigned locker  
10. \_\_\_ Failure notice not returned  
11. \_\_\_ Improper use of Technology Room  
12. \_\_\_ Disregard for Lab Rules or use of equipment  
13. \_\_\_ Failure to cover Text Book/s

- 3 DEMERITS  
14. \_\_\_ No I.D. Card  
15. \_\_\_ No hall pass  
16. \_\_\_ Out of bounds
- 5 DEMERITS  
17. \_\_\_ Disobedience  
18. \_\_\_ Disorder in class  
19. \_\_\_ Disorder in public areas  
20. \_\_\_ Disrespect  
21. \_\_\_ Contraband  
22. \_\_\_ Skipping detention (Private)  
22. \_\_\_ Skipping detention (School)

WHITE: OFFICE OF STUDENT SERVICES COPY — CANARY: TEACHER'S COPY — PINK: STUDENT'S COPY  
GOLD: PARENT/GUARDIAN SIGNATURE COPY/RETURN TO OFFICE OF STUDENT SERVICES

A-118

*Academy Press*

**ACADEMY HIGH SCHOOL — DISCIPLINE NOTICE**

Name \_\_\_\_\_ Section \_\_\_\_\_ Student # \_\_\_\_\_

Date Given: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Teacher Signature: \_\_\_\_\_

- |  |  |
|--|--|
| <p>DISCIPLINE OFFICE</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Smoking 10/2</li> <li><input type="checkbox"/> Class Cut 10/2</li> <li><input type="checkbox"/> Forgery 10/2</li> <li><input type="checkbox"/> Leaving School Grounds 10/2</li> <li><input type="checkbox"/> Detention Cut 5</li> <li><input type="checkbox"/> Failure to report to a School</li> <li><input type="checkbox"/> Office 5*</li> <li><input type="checkbox"/> Lying 5</li> <li><input type="checkbox"/> Cafeteria Conduct 3</li> <li><input type="checkbox"/> Public Disorder 1</li> <li><input type="checkbox"/> Stealing *</li> <li><input type="checkbox"/> Contraband *</li> <li><input type="checkbox"/> Fighting *</li> <li><input type="checkbox"/> Reckless Driving</li> </ul> | <p>DISCIPLINE OFFICE</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Damage *</li> <li><input type="checkbox"/> Disrespect *<br/>(to teacher) (to student)</li> <li><input type="checkbox"/> Disobedience *</li> <li><input type="checkbox"/> Cafeteria Clean-up 1</li> <li><input type="checkbox"/> Dress Code 1</li> <li><input type="checkbox"/> Food Outside Cafeteria 1</li> <li><input type="checkbox"/> No I.D. 1</li> <li><input type="checkbox"/> Gum 1</li> <li><input type="checkbox"/> Locker Violation 1</li> <li><input type="checkbox"/> Truancy 20/4</li> <li><input type="checkbox"/> Lateness 1</li> <li><input type="checkbox"/> No Absence Note 1</li> <li><input type="checkbox"/> Parking Violation</li> <li><input type="checkbox"/> Bus Conduct</li> </ul> |
|--|--|

PRIVATE DETENTION will be served

in Room \_\_\_\_\_

on (date) \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Written Explanation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A-119

Academy Press

**ALL DETAILED CONDUCT FORMS  
CAN BE MODIFIED INCLUDING  
E-114-Conduct Violation,  
A-118 Demerit Notice, A-119 Discipline Notice  
TO MEET THE NEEDS OF YOUR PROGRAM  
AT NO ADDITIONAL CHARGE.  
Imprints of your school name, address and phone  
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STUDENT'S NAME	<b>DISCIPLINARY REFERRAL</b> <b>ACADEMY SCHOOL</b> Address • Phone	DATE OF INCIDENT
CLASS		PERIOD - TIME OF DAY
TEACHER		
<b>NOTICE TO PARENTS</b>		
1. The purpose of this report is to inform you of a disciplinary incident involving the student. 2. You are urged to appreciate the action taken by the teacher and to cooperate with the corrective action initiated today.		
<b>REASON(S) FOR THIS NOTICE:</b>		
<input type="checkbox"/> CUTTING CLASS	<input type="checkbox"/> LACK OF CLASS MATERIALS	<input type="checkbox"/> RESTLESS, INATTENTIVE BEHAVIOR
<input type="checkbox"/> EXCESSIVE TARDINESS	<input type="checkbox"/> LACK OF COOPERATION	<input type="checkbox"/> EXCESSIVE TALKING
<input type="checkbox"/> ANNOYING CLASSMATES	<input type="checkbox"/> RUDE, DISCOURTEOUS BEHAVIOR	<input type="checkbox"/> MISCHIEVOUS BEHAVIOR
<input type="checkbox"/> DESTRUCTION OF SCHOOL PROPERTY	<input type="checkbox"/> _____	
<b>ACTION TAKEN PRIOR TO THIS NOTICE:</b>		
<input type="checkbox"/> CHECKED STUDENT'S FOLDER	<input type="checkbox"/> DETAINED STUDENT AFTER SCHOOL	<input type="checkbox"/> HELD CONFERENCE WITH PARENT
<input type="checkbox"/> HELD CONFERENCE WITH STUDENT	<input type="checkbox"/> CHANGED STUDENT'S SEAT	<input type="checkbox"/> SENT PREVIOUS REPORT HOME
<input type="checkbox"/> CONSULTED COUNSELOR	<input type="checkbox"/> _____	
<b>PRESENT ACTION AND RECOMMENDATION(S):</b>		
<input type="checkbox"/> STUDENT REGRETS INCIDENT, COOPERATIVE	<input type="checkbox"/> STUDENT WILL MAKE UP TIME	<input type="checkbox"/> STUDENT SUSPENDED
<input type="checkbox"/> RECURRING INCIDENTS WILL BE REPORTED	<input type="checkbox"/> STUDENT PLACED ON PROBATION	<input type="checkbox"/> MAY NOT RETURN UNTIL _____
<input type="checkbox"/> STUDENT MAY NOT RETURN WITHOUT A PARENT	<input type="checkbox"/> _____	
<i>Customize It At No Additional Charge</i>		
_____ Parent's Signature	_____ PRINCIPAL	

E-119

PARENTS' COPY – WHITE

OFFICE COPY – CANARY

TEACHER'S COPY – PINK

ACADEMY PRESS

**E-119 Disciplinary Referral**—8½x5½—Available in 3 Part Carbonless (White, Yellow & Pink Triplicate) or 4 Part (White, Yellow, Pink & Gold)

3 Part Carbonless    250 sets—\$50.00    500 sets—\$60.00    1000 sets—\$90.00    2500—\$200.00    5000—\$350.00

4 Part Carbonless    250 sets—\$70.00    500 sets—\$80.00    1000 sets—\$120.00    2500—\$275.00    5000—\$500.00

(Please specify 3 or 4 Part when ordering.)

**Choose Discount School Forms from Academy Press and Save**

**We Include a Custom Imprint of Your SCHOOL NAME, ADDRESS & PHONE At No Additional Charge**

**A Savings of \$30.00 Per 1000 Sets of 3 Part 8½x5½ Over Other Nation Wide Providers**

Make Changes to the Content of This Form At No Additional Charge

**For An Additional Savings of \$20.00 Per Form**



**ACADEMY SCHOOL  
CONDUCT NOTICE**

DATE \_\_\_\_\_

STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_ TEACHER \_\_\_\_\_

Your son/daughter has been reported for the following unacceptable behavior  
Your cooperation is needed in helping us prevent this type of behavior in the future.

**REASON:**

- 1. Inappropriate language
- 2. Fighting
- 3. Inappropriate physical contact
- Kicking
- Punching, Pushing
- Other \_\_\_\_\_
- 4. Disobedient
- 5. Disrespectful
- 6. Damage to property
- 7. Classroom misbehavior

- 8. Lunchroom misbehavior
- 9. Bus misbehavior
- 10. Throwing objects
- 11. Failure to do classwork
- 12. Leaving class without permission
- 13. Bringing inappropriate articles to school
- 14. Inappropriate attire
- 15. Other \_\_\_\_\_

**ACTION TAKEN:**

- 16. Conference with student
- 17. Warning issued
- 18. Disciplinary Board
- 19. Out of school Suspension
- 20. Parent contacted
- 21. Alternative School
- 22. In-school Suspension
- 23. Other \_\_\_\_\_

COMMENTS: \_\_\_\_\_ *Customize It At No Additional Charge*

Please contact me if you need further information concerning this matter. Thank you for your support.

Authorized Signature \_\_\_\_\_

A-120

discountschoolforms.com

**A-120—Conduct Notice**—8½x5½—Available in 3 Carbonless (White, Yellow & Pink Triplicate) or 4 Part (White, Yellow, Pink & Gold)

3 Part Carbonless	250 sets—\$50.00	500 sets—\$60.00	1000 sets—\$90.00	2500—\$200.00	5000—\$350.00
4 Part Carbonless	250 sets—\$70.00	500 sets—\$80.00	1000 sets—\$120.00	2500—\$275.00	5000—\$500.00

(Please specify 3 or 4 Part when ordering.)

*Customize it free of charge.*

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**And Judge for Yourself.**

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STUDENT'S NAME	<b>ACADEMIC PROGRESS REPORT</b>	DATE
GRADE	Name of School	TEACHER
SUBJECT	Address Telephone	
<b>NOTICE TO PARENTS</b> The student is presently in academic difficulty in this subject. It is important that the cause(s) for this deficiency be understood and that the recommendations be followed. If you would like to discuss this situation further, please contact the teacher.		
<b>REASON(S) FOR THIS NOTICE:</b> <input type="checkbox"/> POOR APTITUDE IN SUBJECT <input type="checkbox"/> POOR ATTENDANCE <input type="checkbox"/> UNSATISFACTORY TEST SCORES <input type="checkbox"/> INADEQUATE FOUNDATION IN SUBJECT <input type="checkbox"/> FREQUENT LATENESS <input type="checkbox"/> INADEQUATE WRITTEN HOMEWORK <input type="checkbox"/> LACK OF EFFECTIVE MOTIVATION <input type="checkbox"/> INADEQUATE PREPARATION <input type="checkbox"/> LACK OF ATTENTION <input type="checkbox"/> NOT WORKING TO POTENTIAL <input type="checkbox"/> LACK OF SERIOUS APPROACH TO STUDIES <input type="checkbox"/> MINIMAL CLASS PARTICIPATION		
<b>RECOMMENDATIONS:</b> <input type="checkbox"/> IMPROVED EFFORT <input type="checkbox"/> IMPROVED CLASS WORK <input type="checkbox"/> AFTER SCHOOL HELP <input type="checkbox"/> PARENT-TEACHER CONFERENCE <input type="checkbox"/> IMPROVED PREPARATION <input type="checkbox"/> TUTORING <input type="checkbox"/> _____  <div style="text-align: center; color: red; font-weight: bold;">Customize it free of charge.</div>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;">_____ (Teacher's Signature)</div> <div style="width: 45%; text-align: center;">_____ (Parent/Guardian Signature)</div> </div> <p style="text-align: center; font-weight: bold; color: red;">PLEASE SIGN AND RETURN THIS FORM AT YOUR EARLIEST CONVENIENCE.</p>		

E-118

PARENTS' COPY – WHITE

OFFICE COPY – CANARY

TEACHER'S COPY – PINK

ACADEMY PRESS

**E-118 –Progress Report**—8½x5½—Available in 3 Part Carbonless (White, Yellow & Pink Triplicate) or 4 Part (White, Yellow, Pink & Gold)

3 Part Carbonless	250 sets—\$50.00	500 sets—\$60.00	1000 sets—\$90.00	2500—\$200.00	5000—\$350.00
4 Part Carbonless	250 sets—\$70.00	500 sets—\$80.00	1000 sets—\$120.00	2500—\$275.00	5000—\$500.00

(Please specify 3 or 4 Part when ordering.)

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# Academy School

Address • Phone

## FAILURE WARNING

QUARTER	1	2	3	4
SEMESTER		1		2

Dear Parent: We wish to bring to your attention the fact that

(NAME)

(SECTION)

(STUDENT #)

is doing poorly in \_\_\_\_\_

Unless some improvement is made before the end of this semester, the student may fail this subject.

Some reasons for failure are:

### PERFORMANCE

- \_\_\_\_\_ Lack of effort
- \_\_\_\_\_ Failing test grades
- \_\_\_\_\_ Poor test/assessment grades
- \_\_\_\_\_ Doesn't follow directions
- \_\_\_\_\_ Failure in daily tests
- \_\_\_\_\_ Inconsistent performance

### HOMEWORK

- \_\_\_\_\_ Assignments incomplete or late
- \_\_\_\_\_ Work missing or poorly done
- \_\_\_\_\_ Insufficient home study
- \_\_\_\_\_ Neglect of written homework
- \_\_\_\_\_ Neglect of study homework
- \_\_\_\_\_ Homework copied
- \_\_\_\_\_ Absence make-up work not done
- \_\_\_\_\_ Poor study habits

### CLASS WORK

- \_\_\_\_\_ Comes to class unprepared
- \_\_\_\_\_ Does not utilize time well
- \_\_\_\_\_ Inattentive in class
- \_\_\_\_\_ Violated rules of testing
- \_\_\_\_\_ Lack of cooperation
- \_\_\_\_\_ Careless written work
- \_\_\_\_\_ Does not participate

### ATTITUDE

- \_\_\_\_\_ Poor attendance/lateness
- \_\_\_\_\_ Lack of interest
- \_\_\_\_\_ Indifferent attitude
- \_\_\_\_\_ Does not seek extra help

REMARKS: Customize it free of charge.

TEACHER'S SIGNATURE

(DATE OF ISSUE)

(DATE TO BE RETURNED WITH PARENT SIGNATURE)

**STUDENT STATEMENT:** I hereby acknowledge receipt of this notification of failure and accept my responsibility to present this notification to my parent (guardian) who is asked to sign below. I further acknowledge that my failure to return the signed failure warning to my teacher within the prescribed time violates school policy.

(STUDENT'S SIGNATURE)

(PARENT'S SIGNATURE)

A-124 WHITE: PARENT'S COPY - YELLOW: OFFICE COPY - PINK: TEACHER'S COPY - GOLD: GUIDANCE COPY Academy Press

**A-124 FAILURE WARNING NOTICE**—8½x5½—In 3 Carbonless (White, Yellow & Pink Triplicate) or 4 Part (White, Yellow, Pink & Gold)

3 Part Carbonless	250 sets—\$50.00	500 sets—\$60.00	1000 sets—\$90.00	2500—\$200.00	5000—\$350.00
4 Part Carbonless	250 sets—\$70.00	500 sets—\$80.00	1000 sets—\$120.00	2500—\$275.00	5000—\$500.00

(Please specify 3 or 4 Part when ordering.)

**Customize it free of charge**

**ACADEMY SCHOOL**  
ADDRESS & PHONE NUMBER  
**NOTICE OF UNSATISFACTORY WORK**

DATE \_\_\_\_\_

DEAR PARENT:

I wish to bring to your attention that your child:

Name \_\_\_\_\_ Class \_\_\_\_\_

is performing unsatisfactorily in \_\_\_\_\_.

Unless improvement is made by the end of this marking period, the student may fail in this subject.

Comments: \_\_\_\_\_

**Customize it free of charge.**

Some reasons for potential failure are:

- Poor Test/Quiz Grades
- Ineffective Study Habits
- Lack of Interest/Effort
- Poor aptitude in subject
- Missing Assignments
- Incomplete/Poorly Prepared Assignments
- Frequent Absences
- Other \_\_\_\_\_

(Teacher's Signature)

(Parent's Signature)

**Parents, please sign and return to the teacher. You are also encouraged to contact the teacher.**

E-114

Academy Press

### E-114 —Notice of Unsatisfactory Work—5½x4¼

In 2 part carbonless white with yellow duplicate

500 sets —\$30.00

1000 sets—\$50.00

2500 sets—\$95.00

5000 sets—\$145.00

In 3 part carbonless white, yellow & pink triplicate

500 sets— \$40.00

1000 sets—\$60.00

2500 sets—\$125.00

5000 sets—\$175.00

**Customize it free of charge.**

STUDENT'S NAME	<b>COMMENDATION</b> <i>SCHOOL</i> <i>Address</i> <i>Phone</i>	DATE
GRADE		TEACHER
SUBJECT		QUARTER

**Notice to Parents**

*The purpose of this notice is to call your attention to the fact that your child's performance for the current marking period was excellent. We hope that you will encourage the student to continue to develop the talents which have resulted in this favorable report. We appreciate your cooperation. Some of the reasons for this performance are those checked below.*

**Student Performance**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Asset to Class                     | <input type="checkbox"/> Works to the Best of Ability           | <input type="checkbox"/> Demonstrates Improved Attitude |
| <input type="checkbox"/> Participates in Class              | <input type="checkbox"/> Completes Assignments on Time          | <input type="checkbox"/> Demonstrates Improved Effort   |
| <input type="checkbox"/> Demonstrates Leadership            | <input type="checkbox"/> Demonstrates High Degree of Motivation | <input type="checkbox"/> _____                          |
| <input type="checkbox"/> Constantly Strives for Improvement | <input type="checkbox"/> Attains High Test Scores               | _____   |

Customize it free of charge.

E-120

PARENTS' COPY – WHITE

OFFICE COPY – CANARY

TEACHER'S COPY – PINK

ACADEMY PRESS

**E-120 – Commendation**—8½x5½—Available in 3 Part Carbonless (White, Yellow & Pink Triplicate) or 4 Part (White, Yellow, Pink & Gold)

3 Part Carbonless    250 sets—\$50.00    500 sets—\$60.00    1000 sets—\$90.00    2500—\$200.00    5000—\$350.00

4 Part Carbonless    250 sets—\$70.00    500 sets—\$80.00    1000 sets—\$120.00    2500—\$275.00    5000—\$500.00

(Please specify 3 or 4 Part when ordering.)

Customize it free of charge.

**Choose Discount School Forms from Academy Press and Save**

**We Include a Custom Imprint of Your SCHOOL NAME, ADDRESS & PHONE At No Additional Charge**

**A Savings of \$30.00 Per 1000 Sets of 3 Part 8½x5½ Over Other Nation Wide Providers**

Make Changes to the Content of This Form At No Additional Charge

**For An Additional Savings of \$20.00 Per Form**

STUDENT'S NAME	<b>Commendation/Recommendation</b> <b>Name of School</b> <b>Address</b> <b>Telephone</b>	DATE
CLASS		QUARTER
TEACHER		
<b>NOTICE TO PARENTS</b> <i>The purpose of this report is to commend the student for excellence in academic performance and/or to make recommendations for improvement . It is important that the reasons for issuing this notice be understood and that any recommendations be followed. If you wish to discuss this matter further, please contact the teacher.</i>		
THE STUDENT IS COMMENDED FOR THE FOLLOWING:		
<input type="checkbox"/> ASSET TO THE CLASS	<input type="checkbox"/> WORKS TO THE BEST OF ABILITY	<input type="checkbox"/> DEMONSTRATES IMPROVED ATTITUDE
<input type="checkbox"/> PARTICIPATES IN CLASS	<input type="checkbox"/> COMPLETES ASSIGNMENTS ON TIME	<input type="checkbox"/> DEMONSTRATES IMPROVED EFFORT
<input type="checkbox"/> DEMONSTRATES LEADERSHIP	<input type="checkbox"/> DEMONSTRATES HIGH DEGREE OF MOTIVATION	<input type="checkbox"/> _____
<input type="checkbox"/> CONSTANTLY STRIVES FOR IMPROVEMENT	<input type="checkbox"/> ATTAINS HIGH TEST SCORES	_____
REASON(S) FOR ACADEMIC DIFFICULTY:		
<input type="checkbox"/> POOR APTITUDE IN SUBJECT	<input type="checkbox"/> POOR ATTENDANCE	<input type="checkbox"/> UNSATISFACTORY TEST SCORES
<input type="checkbox"/> INADEQUATE FOUNDATION IN SUBJECT	<input type="checkbox"/> FREQUENT LATENESS	<input type="checkbox"/> INADEQUATE WRITTEN HOMEWORK
<input type="checkbox"/> LACK OF EFFECTIVE MOTIVATION	<input type="checkbox"/> INADEQUATE PREPARATION FOR CLASS	<input type="checkbox"/> LACK OF ATTENTION
<input type="checkbox"/> NOT WORKING TO POTENTIAL	<input type="checkbox"/> LACK OF SERIOUS APPROACH TO STUDIES	<input type="checkbox"/> MINIMAL CLASS PARTICIPATION
RECOMMENDATION(S):		
<input type="checkbox"/> IMPROVED EFFORT	<input type="checkbox"/> IMPROVED CLASSWORK	<input type="checkbox"/> AFTER SCHOOL HELP
<input type="checkbox"/> PARENT-TEACHER CONFERENCE	<input type="checkbox"/> IMPROVED PREPARATION	<input type="checkbox"/> TUTORING
<input type="checkbox"/> _____	<b>Customize it free of charge.</b>	
_____	_____	_____
Teacher's Signature	Parent's Signature	

E-121

PARENTS' COPY – WHITE

OFFICE COPY – CANARY

TEACHER'S COPY – PINK

ACADEMY PRESS

**E-121 –Commendation/Recommendation** —8½x5½—Available in 3 Part Carbonless (White, Yellow & Pink Triplicate) or 4 Part (White, Yellow, Pink & Gold)

3 Part Carbonless    250 sets—\$50.00    500 sets—\$60.00    1000 sets—\$90.00    2500—\$200.00    5000—\$350.00

4 Part Carbonless    250 sets—\$70.00    500 sets—\$80.00    1000 sets—\$120.00    2500—\$275.00    5000—\$500.00

(Please specify 3 or 4 Part when ordering.)

**Customize it free of charge.**

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**[www.discountschoolforms.com](http://www.discountschoolforms.com)**



**A-101—HONOR CARDS—CERTIFICATES—ACADEMIC—ATHLETIC—CIVIC AWARDS—**3 Standard Sizes— 3¼"x5" — 5½X8½ — 8½X11 on 80 lb. white cover stock. **CUSTOMIZE IT FREE OF CHARGE!** With Your School Logo & Your School Colors. Honor cards can also be imprinted as Distinguished Honors, Honorable Mention, etc.



**Pricing:**

3¼x5	100—\$18.00	250—\$30.00	500—\$40.00	1000— \$60.00
5½ x 8½	100—\$24.00	250—\$45.00	500—\$60.00	1000— \$90.00
8½ x 11	100—\$33.00	250—\$60.00	500—\$90.00	1000— \$170.00

**Place Your Order By**

**FAX: 1-866-223-5495**

**E-MAIL: [academyprinting@aol.com](mailto:academyprinting@aol.com)**

**Or Call: 1-866-223-5490**

**Please refer to the order form on page 21 for more details.**

## Letterheads & Envelopes

**Letterheads in Black Ink** 8½ x 11, 20 lb. bond paper —500 sheets - \$33 1000 sheets - \$43 2500 sheets - \$90

**Letterhead in a Standard Ink Color of Your Choice, Red, Blue, Green, Purple or Maroon Ink**

8½ x 11, 20 lb. bond paper—500 sheets - \$48 1000 sheets - \$58 2500 sheets - \$105

### **Envelopes-Imprinted in Black Ink**

#10 Regular	500	\$35.00	1000	\$45.00	2500	\$95.00	5000	\$170.00
#10 Window	500	\$38.00	1000	\$48.00	2500	\$102.50	5000	\$185.00
6¾ Regular	500	\$35.00	1000	\$45.00	2500	\$95.00	5000	\$170.00
6¾ Window	500	\$38.00	1000	\$48.00	2500	\$102.50	5000	\$185.00

### **Envelopes -Imprinted in a Standard Ink Color of Your Choice: Red, Blue, Green, Purple or Maroon Ink**

#10 Regular	500	\$50.00	1000	\$60.00	2500	\$110.00	5000	\$185.00
#10 Window	500	\$53.00	1000	\$63.00	2500	\$117.50	5000	\$200.00
6¾ Regular	500	\$50.00	1000	\$60.00	2500	\$110.00	5000	\$185.00
6¾ Window	500	\$53.00	1000	\$63.00	2500	\$117.50	5000	\$200.00

### **Memo Pads—Custom Imprinted in Black Ink**

on 20 lb. bond paper: —100 sheets per pad in 2 sizes—4¼x5½—5½x8½

4¼x5½	10 Pads—\$25.00	25 Pads— \$40.00	50 Pads—\$62.50	100 pads—\$110.00
5½x8½	10 Pads—\$35.00	25 Pads— \$55.00	50 Pads—\$77.50	100 pads—\$125.00

### **Memo Pads—Custom Imprinted in a Standard Ink Color of Your Choice—**

**Red, Blue, Green, Purple or Maroon Ink**

On 20 lb. bond paper: —100 sheets per pad in 2 sizes—4¼x5½—5½x8½

4¼x5½	10 Pads—\$40.00	25 Pads— \$55.00	50 Pads—\$77.50	100 pads—\$135.00
5½x8½	10 Pads—\$50.00	25 Pads— \$70.00	50 Pads—\$92.50	100 pads—\$140.00

## Remittance Envelopes

24lb. Bright White

### **6 1/4 Remittance Envelopes**

(3 1/2 x 6 Closed)

### **6 3/4 Remittance Envelopes**

(3 5/8 x 6 1/2 Closed)

### **#9 Remittance Envelopes**

(3 7/8 x 8 7/8 Closed)

### **Raffle Tickets** on 60 lb. Bond

Paper in padded booklets or Loose on Index card stock, printed in black or a standard color ink, numbered and perforated.

Academy Press will typeset your copy and provide a proof for your approval, or you may supply the copy on disk.

E-mail your file as a PDF to  
academyprinting@aol.com

<p><b>THE ACADEMY SCHOOL</b> Believe • Achieve • Succeed</p> <p>Yes! I would like to make a gift to The Academy School's Annual Fund.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="padding: 5px;">Anniversary Club \$5,000 &amp; Above</td> <td style="padding: 5px;">President's Circle \$2,500 to \$4,999</td> <td style="padding: 5px;">Benefactor \$1,000 to \$2,499</td> <td style="padding: 5px;">Leader \$500 to \$999</td> <td style="padding: 5px;">Patron \$100 to \$499</td> <td style="padding: 5px;">Friend \$99 and below</td> </tr> </table> <p style="text-align: center;">Enclosed is my gift of \$ _____</p> <p style="text-align: center;"><i>Please make check payable to The Academy School</i></p>						Anniversary Club \$5,000 & Above	President's Circle \$2,500 to \$4,999	Benefactor \$1,000 to \$2,499	Leader \$500 to \$999	Patron \$100 to \$499	Friend \$99 and below
Anniversary Club \$5,000 & Above	President's Circle \$2,500 to \$4,999	Benefactor \$1,000 to \$2,499	Leader \$500 to \$999	Patron \$100 to \$499	Friend \$99 and below						
<p>Name _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>E-Mail _____</p> <p>How would you like your name to appear in our printed material? _____</p> <p><input type="checkbox"/> Please do not list my name in The Schools printed materials</p> <p><input type="checkbox"/> Please send me information about the Planned Giving option</p> <p><small>Some companies will match employee contributions. Please check with your personnel office for details. Please submit Matching Gift Form along with your gift.</small></p>	<p>I would like to pay by:</p> <p><input type="checkbox"/> Check   <input type="checkbox"/> Mastercard   <input type="checkbox"/> Visa   <input type="checkbox"/> Amex</p> <p>Card # _____</p> <p>Account Name (Please Print) _____</p> <p>Expiration Date: _____</p> <p>Signature _____</p> <p><input type="checkbox"/> I have enclosed a matching gift form from _____</p> <p><input type="checkbox"/> I will/have given a pledge of \$ _____</p> <p><input type="checkbox"/> Through United Way Donor Choice.</p> <p><input type="checkbox"/> The Academy School Donor Option #93</p>										

---

**ST. BASIL THE GREAT SCHOOL**  
**KIMBERTON, PA**

**NAME** \_\_\_\_\_

**GRADE** \_\_\_\_\_ **ROOM** \_\_\_\_\_

---

Teacher Requests Conference

<input type="checkbox"/> <b>1st Trimester</b>	<input type="checkbox"/> <b>2nd Trimester</b>
<b>Teacher name:</b> _____	<b>Teacher name:</b> _____

Parent/Guardian Signature	See Comment Code

**Comment Code:**

(1) I have reviewed this report card with my child noting his/her progress and needs.

(2) I request a conference with the teacher.

Teacher Name(s): \_\_\_\_\_

---

Assigned to Grade \_\_\_\_\_ For the year \_\_\_\_\_

Academy Press 9/09

**E-122 Report Card Envelopes** 6x9 Brown Craft Envelopes (Straight Edge or Thumb Cut)  
 Straight Edge Blank Envelopes— 9¢ each/ Straight Edge Imprinted—16.5¢ each: MINIMUM ORDER 100 ENVELOPES  
 Thumb Cut—Blank Envelopes—15¢ each/ Thumb Cut Imprinted— 21.5¢ each: MINIMUM ORDER 100 ENVELOPES  
**Custom imprint it at no additional charge!**



ACADEMY HIGH SCHOOL

LEAVE FORM

I was absent on \_\_\_\_\_ (date)

I will be absent on \_\_\_\_\_ (date)

Please check one of the following:

1. Sick Leave \_\_\_\_\_ *Customize It At No Additional Charge*

Family Emergency Leave \_\_\_\_\_

2. Personal Leave, urgent business \_\_\_\_\_

Personal Leave Emergency \_\_\_\_\_

3. Funeral Leave, immediate family \_\_\_\_\_

Relationship \_\_\_\_\_

4. Other (specify) \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

A-114

*Academy Press*

**A-114—Personal Leave Form—5½x4¼**

SUBSTITUTION NOTICE

Date . . . . .

Dear . . . . . *Customize It At No Additional Charge*

Kindly substitute for . . . . .

in Room # . . . . . during the . . . . . period.

Subject is . . . . .

Assignment: . . . . .

Thank you for your cooperation.

A-115

*Academy Press*

**A-115—Substitution Notice—4¼x2¾**

**A-115—  
Substitution Notice**

**4¼x2¾**

**2 Part Carbonless:**

white  
with yellow duplicate

500—\$25.00

1000—\$40.00

2500—\$75.00

5000—\$90.00

**A-114—Personal Leave Form—5½x4¼**

**A-116—Notification of Teacher Substitution—4¼x5½**

In 2 part carbonless

white with yellow duplicate

500 sets—\$30.00 / 1000 sets—\$50.00

2500 sets—\$95.00 / 5000 sets—\$145.00

In 3 part carbonless

white, yellow & pink triplicate

500 sets—\$40.00 / 1000 sets—\$60.00

2500 sets—\$125.00 / 5000 sets—\$175.00

**NOTIFICATION OF TEACHER SUBSTITUTION**

Date . . . . .

Dear . . . . .

Kindly substitute for . . . . .

in Room # . . . . . during the . . . . . period.

Subject is . . . . .

Thank you for your cooperation.

**ASSIGNMENT:**

\_\_\_\_\_  
\_\_\_\_\_  
*Customize It At No Additional Charge*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A-116

*Academy Press*

**A-127—  
RECEIPT BOOKLET—**

- 9x11 Inch Booklet
- Perforated & Bound
- Slip Size 8½ x 2¾:
- 4 slips per page:
- 400 slips per book  
In 2 part  
carbonless  
(white with yellow  
duplicate)

<p><b>School Name</b> <b>Address</b></p>	<p><b>1175</b></p> <p>DATE _____</p>
<p><i>Customize It At No Additional Charge</i></p>	
<p>Received from _____</p> <p>_____ Dollars \$ _____</p>	
<p>In re: _____</p>	
<p>AMOUNT OF ACCT'S _____</p> <p>AMOUNT PAID \$ _____</p> <p>BALANCE DUE \$ _____</p> <p>CASH ( ) CHECK ( ) OTHER _____</p>	<p>THANK YOU.</p> <p>BY: _____</p>
<p><small>Academy Press A-127</small></p>	

**A-127—RECEIPT BOOKLET— PRICING—** Per 5 Books -1000 Slips—\$24.00 per book / Per 10 Books-2000 Slips—\$21.00 per book  
 Per 15 Books-3000 Slips—\$19.00 per book / Per 20 Books-4000 Slips—\$17.00 per book

**A-127N RECEIPT BOOKLET WITH SEQUENTIAL NUMBERING—PRICING—**  
 5 Books 1000 Slips—\$29.00 per book / 10 Books 2000 Slips—\$23.50 per book / 15 Books 3000 Slips—\$20.65 per book / 20 Books 4000 Slips—\$18.25 per book

<p style="text-align: center;"><b>ACADEMY HIGH SCHOOL</b> 521 Irish Hill Road, Suite D • Runnemede, NJ 08078</p> <p style="text-align: center;"><b>Activities Fee Receipt</b></p> <p>Name _____ 20_____</p> <p>Received of.....Dollars</p> <table border="0" style="width: 100%;"> <tr> <td>Alumni .....</td> <td>Testing .....</td> </tr> <tr> <td>Development .....</td> <td>Transcripts .....</td> </tr> <tr> <td>Rings .....</td> <td>Store .....</td> </tr> <tr> <td>Senior Prom .....</td> <td>Candy Drive .....</td> </tr> <tr> <td>Junior Prom .....</td> <td>Magazine .....</td> </tr> <tr> <td>Fr. &amp; Soph. Dance .....</td> <td>Raffle .....</td> </tr> <tr> <td>School Dances .....</td> <td>Fund Raising .....</td> </tr> <tr> <td>Yearbook .....</td> <td>Vending .....</td> </tr> <tr> <td>Athletic Receipts .....</td> <td>Miscellaneous .....</td> </tr> <tr> <td>Tags .....</td> <td>.....</td> </tr> </table> <p>A-128 <span style="color: red;"><i>Customize It At No Additional Charge</i></span> <span style="float: right;"><i>Academy Press</i></span></p>	Alumni .....	Testing .....	Development .....	Transcripts .....	Rings .....	Store .....	Senior Prom .....	Candy Drive .....	Junior Prom .....	Magazine .....	Fr. & Soph. Dance .....	Raffle .....	School Dances .....	Fund Raising .....	Yearbook .....	Vending .....	Athletic Receipts .....	Miscellaneous .....	Tags .....	.....	<p style="text-align: center;"><b>Academy High School</b></p> <p>Amount, \$ _____</p> <p style="text-align: center;">No. _____</p> <p style="text-align: center;"><b>RECEIVED OF PETTY CASH</b></p> <p style="text-align: right;">_____ 20_____</p> <p>For: _____</p> <p>Charge to: _____</p> <p>Approved By: _____</p> <p>Received By: _____</p> <p>A-129 <span style="float: right;"><i>Academy Press</i></span></p>
Alumni .....	Testing .....																				
Development .....	Transcripts .....																				
Rings .....	Store .....																				
Senior Prom .....	Candy Drive .....																				
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Fr. & Soph. Dance .....	Raffle .....																				
School Dances .....	Fund Raising .....																				
Yearbook .....	Vending .....																				
Athletic Receipts .....	Miscellaneous .....																				
Tags .....	.....																				

**A-128 ACTIVITIES RECEIPT— 3½ x5**  
 2 Part Carbonless: White with Yellow Duplicate :500 Sets—\$30.00 /1000—\$50.00/ 2500—\$95.00/5000—\$145.00  
 3 Part (White, Yellow, Pink) 500 Sets—\$40.00 /1000—\$60.00—2500—\$125.00/ 5000—\$175.00

**A-129 RECEIVED OF PETTY CASH—3½ x5**

Telephone: 1-866-223-5490

ROUTINE

URGENT

**PURCHASE ORDER**

THE ACADEMY SCHOOL  
521 IRISH HILL ROAD, SUITE D  
RUNNEMEDE, NJ 08078

Order No. \_\_\_\_\_

(MARK ORDER NO. ON INVOICE)

TO: \_\_\_\_\_  
COMPANY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DATE \_\_\_\_\_  
\_\_\_\_\_ Check enclosed  
\_\_\_\_\_ Send bill  
Date Required \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

ACCOUNT No.	QUANTITY		UNIT PRICE	ESTIMATED TOTAL COST
		<p>In 3 Part Carbonless (White, Yellow &amp; Pink) or 4 Part (White, Yellow, Pink &amp; Gold)</p> <p><b>3 PART</b> 250 Sets—\$65.00 /500—\$85.00 / 1000—\$145.00:</p> <p><b>4 PART</b> 250 Sets—\$70.00 /500—\$135.00 / 1000—\$245.00</p> <p>(Please specify 3 or 4 Part when ordering.)</p> <p><b>PRICING WITH SEQUENTIAL NUMBERING IN ONE POSITION</b></p> <p>3 PART NCR 250 Sets—\$85.00 /500—\$105.00 /1000—\$168.00:</p> <p>4 PART NCR 250—\$90.00 /500—\$155.00 /1000—\$268.00</p> <p>(Please indicate STARTER NUMBER when orderring.)</p> <p style="color: red; text-align: center;"><b>Customize it free of charge!</b></p>		
<b>IMPORTANT: PLEASE ACKNOWLEDGE ACCEPTANCE OF THIS ORDER.</b>			<b>TOTAL</b>	

Date \_\_\_\_\_ Approved \_\_\_\_\_

WHITE VENDOR COPY  
CANARY APPROVED INVOICE COPY  
PINK ORIGINATOR FILE COPY  
GOLD DEPARTMENT COPY

# Academy High School

## REQUISITION FORM

No.1001

TO BE PURCHASED FROM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ 8½x5½ in a 3 Part Form (White, Yellow & Pink)

ARTICLE(S) TO BE PURCHASED: 3 Part NCR—250 sets—\$50.00 / 500 sets—\$60.00 / 1000 sets—\$90.00

Customize it free of charge!

FOR SEQUENTIAL NUMBERING IN ONE POSITION Add \$20.00

Approximate Cost: \_\_\_\_\_ Please indicate a starter number when placing your order.

Department: \_\_\_\_\_ Signed: \_\_\_\_\_

Authorization is hereby granted to order the above articles.

Date: \_\_\_\_\_  
Principal

When you receive the article(s), please mark this form "merchandise received", sign your name and return it to the main office.

**A-130 Requisition Form—8½x5½ NCR**

**A-131-Maintenance Request**  
8½x5½ NCR

**ACADEMY HIGH SCHOOL**  
**MAINTENANCE REQUEST**

**When ordering numbered forms,**  
**please be sure to include**  
**the starter number.**

Date .....

Please use a separate form for each item.

Room or Area ..... 8½x5½ in a 3 Part Form (White, Yellow & Pink)

Location of Item: ..... 3 Part NCR—250 sets—\$50.00 / 500 sets—\$60.00 / 1000 sets—\$90.00

Nature of Item Which Needs Attention: Customize it free of charge!

FOR SEQUENTIAL NUMBERING IN ONE POSITION Add \$20.00

Please indicate a starter number when placing your order.

OTHER REMARKS: .....

.....

.....

.....  
Signature

**ACADEMY FAX FORM—FAX YOUR ORDER TOLL FREE  
1-866-223-5495**

*Before completing this form, please make copies for later use.*

School Name \_\_\_\_\_  
(Please Print)

School official responsible for this order: (Please print below.)

Address \_\_\_\_\_

Title \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

Signature \_\_\_\_\_

Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

*Academy Press will confirm this order via E-Mail within 24 hours unless you require confirmation via one of the following:*

E-Mail Address: \_\_\_\_\_

Fax     Telephone

Purchase Order No. \_\_\_\_\_ (if applicable)

Item Number	Description	Quantity	Please check the appropriate box and include changes on a separate sheet. *
			<input type="checkbox"/> Standard form <input type="checkbox"/> With Changes
			<input type="checkbox"/> Standard form <input type="checkbox"/> With Changes
			<input type="checkbox"/> Standard form <input type="checkbox"/> With Changes
			<input type="checkbox"/> Standard form <input type="checkbox"/> With Changes
			<input type="checkbox"/> Standard form <input type="checkbox"/> With Changes
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			<input type="checkbox"/> Standard form <input type="checkbox"/> With Changes
			<input type="checkbox"/> Standard form <input type="checkbox"/> With Changes
			<input type="checkbox"/> Standard form <input type="checkbox"/> With Changes

Please complete the following: TODAY'S DATE: \_\_\_\_\_ Please allow approximately 5 to 7 working days.

Orders requiring requested alterations, will be completed within 2 weeks of approval of a final proof.

ADDITIONAL INSTRUCTIONS: \_\_\_\_\_

\* If you are making changes to a form, send any logos or text files via Email as PDF's to [academyprinting@aol.com](mailto:academyprinting@aol.com) Or xerox the original from the brochure, print any alterations clearly on the form and prepare the item for faxing.

Please send **Book Binding** material to: Academy Press, 521 Irish Hill Road, Suite D, Runnemede, NJ 08078

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