



Ridgefield Park Junior-Senior High School
Media Center

Usage Request Form

Teacher's Name:

Class and Grade Level:

Date you would like to visit the media center:

Period(s) you are requesting:

Subject of your lesson:

What type of assistance will you need from the media specialist?

Will you need to have any media center materials prepared for your visit?
(*books, website listings etc.*)



Will you be using the computers?

If YES, please indicate how many computers your class will need:

**Please return this form to Ms. Greller
Thank you!**