HOW TO SIGN UP FOR THE COMPUTER LAB

STEP 1: Decide when you want to use the lab with your class.

a.) Sign up as you need it .

OR

b.) Sign up for the same day/ period every week.

STEP 2: Take a "SIGN UP FORM" from the pocket on the technology section of the bulletin board and fill it out with date/ day, period, teacher's name, and lesson topic.

STEP 3: Put it in _____ mailbox.

STEP 4: _____ will write you into the calendar if the time slot is available. S/he will also return the sign up form to you as a confirmation.

STEP 5: If your plans change, please notify _____ so s/he can sign up another class.

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