



Library Service to Schools

Assignment Alert Form

If you are an educator , please take the time to fill out this form to notify library staff of upcoming assignments. If possible, please submit this form 7 days from the start of the assignment.

Educator's name: _____

School: _____ Phone Number: _____

Email: _____ Today's date: _____

Start date: _____ Due Date: _____ Grade Level: _____ Subject: _____

Title of assignment is: _____ Number of students: _____

ASSIGNMENT DESCRIPTION:

What are the details of the assignment? What kind of information are students expected to find?

INDICATE EACH TYPE OF SOURCE REQUIRED FOR THE ASSIGNMENT:

- Any source may be used
- Books
- Encyclopedias
- Magazines
- Newspapers
- Online Databases
- Websites

OTHER ASSIGNMENT RESTRICTIONS:

Are there a minimum number of recourses required? Is there a limit on one type? (Ex: 1 website, 1 magazine, etc.)

HOW SHOULD WE CONTACT YOU IF WE HAVE A QUESTION REGARDING THE ASSIGNMENT?

- Phone
- Email

Please email a copy of the assignment to: relgin@schillerparklibrary.org