

Summary of AS400 Print Production Work performed by Technical Services staff: F04

Form type		as requested	weekly	bi-weekly	monthly	quarterly	annually	other	est. total sheets/yr
Student Data									
Attendance scans			1						145,000
Student Schedules	Blank stock 9 1/2 x 11								
high schools						1		3x in fall, 2x in spring	40,000
middle schools								4x per year	22,000
Course Election scans							1	3rd qtr.	13,900
Pupil Progress scans						1			26,300
Progress Reports						1			36,300
Grade Report scans									
high schools						1			27,800
middle schools						1	2		20,200
Elementary Art report cards	Blank stock 9 1/2 x 11						2		24,200
Grade Reports	Blank stock 9 1/2 x 11					1		Middle & High schools	
Primary Math Assessment scan sheets							2		21,600
Primary Language Arts scan sheets							2		21,600
Student Transcript	Specialized form						1	for seniors; other orders	3,800
Teacher Roll	Blank stock 9 1/2 x 11						2		8,500
Course Master schedule	Greenbar						2+		
Middle school verifications	Greenbar					1			12,200
Truancy Letters	Letterhead		3+						800
Supplemental Demographic scan sheets							1		25,000
Reports from Autodialer	Blank stock 9 1/2 x 11		5						4,750
Student bar code label	Special labels on a roll		5					1x/yr: all elem. get a	18,600
Annual Questionnaire	Specialized form						1		24,635
Student Immunization Information	Blank Stock 8.5 x 5.5						1		2,810
Immunization Letters	Pre-printed forms/Letters on other side						4		4,000
Index cards	Index card stock	X							
Rolodex	Rolodex stock	X							24,000
Financial Data									
Payroll									
W2s	Specialized form						1		7,030
Payroll checks	Payroll check stock		1+					1,201 for teacher payroll	12,010
Deposit Mailer	Specialized form		1+					2,296 for teacher payroll	22,960
	Biwklies & Alt.Biwklies								45,000
	Admin & other payrolls								30,000
Accounting									
1099misc	Specialized form						1		280
Accounting checks	Accounting check stock		5						24,000
Sports Official check vouch	Blank Stock 8.5 x 5.5		5						2,000
Capital Project Check	Capital Project stock	X							
Other									
Textbooks Catalog	Blank Stock 9 1/2 x 11						1	Printed for Admin. Serv.	1,047
Insurance notices	Deposit mailer						1	Printed in the spring for	3,000
Address labels	3 1/2 x 15/16 3up address labels ar		5						310,000
Name labels	4 x 7/16 General Purpose Label		3						
Bar codes for Library Material	Special labels on a roll	X						Print 1,000 labels every	15,000
Teacher contracts							1		2,600
Booking Requests for the Video I	Blank Stock 8.5 x 5.5		3						1,710
DPI forms	Specialized forms		3+						5,000
Occupational and Physical Thera	Blank 9 1/2 x 11 3-part		3+						570
est. total annual sheets:									1,010,202