

Request for Research Documents

INSTRUCTIONS

- Complete the information requested below. All information is required unless stated otherwise.
- Send the completed request via district mail to Dr. Monte Burroughs at Maple Street Office (1230 S. Maple).
- Requests will be completed according to FIFO (**F**irst **I**n, **F**irst **O**ut).
- Questions or comments? Call 425-1367 or email mburroughs@mtnhome.k12.ar.us.

1) Date of request: _____

2) Specific topic: _____

3) Please list 1-4 **related topics**:

- _____
- _____
- _____
- _____

4) Please list 1-10 useful key words:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

5) (Optional) Search the following years: From _____ To _____

6) (Optional) I want a specific search for the following **grade(s)**: _____

7) (Optional) I want a specific search for the following **content area**:

8) Person submitting request:

a) Name _____

b) Building: _____

c) Email address: _____

9) Deliver search results via (CHOOSE and circle ONE):

Email District mail Both

10) Deadline:
_____/_____/_____
Month / Date / Year

Internal Use Only

Documents delivered (circle one):
Email District Mail Both

Date delivered: _____

Signature