Process for Making Copies at Whittier

- Please call the school office or email one of the secretaries to request a date to come in and make copies. They will let you know windows of time that are preferable.
    - 630-719-5865
    - Carrie Casella - ccasella@dg58.org
    - Kim Peters - kpeters@dg58.org

- If you need to send one copy to the office to be printed, email to either Carrie or Kim prior to your arrival.

- Check in at the office and ask for the copy fob.

- If you need a tutorial on the copy machine, Carrie or Kim will be happy to help.

- Use the “Current Numbers for Copying” document on the bulletin board above the copier to make the appropriate number of copies, and please put them in the teachers’ mailboxes.

- Before leaving, please complete the “PTA Copies” spreadsheet on the bulletin board with the date, number of copies made, your name, and your committee.