

Dear Students and Parents,

Student textbook checkout is **optional** for most classes. The majority of core and elective courses have online versions of their books available for student use. Teachers in these classes will all have class sets for students to use in the classroom. If your student does not have computer access or otherwise feels a book is necessary, you may choose to have the books issued to them.

Along with the benefits of requesting your own set of books also comes great responsibility. Your student will be required to take great care of their textbooks. **Lost, stolen, or damaged books will be your financial responsibility.** The cost of each textbook differs and can range from \$40 - \$250. Damage can include water damage, writing on the page, torn pages, etc.

In order to check out books for your student, please complete the bottom portion of this letter and deliver to Mrs. Masculino office A120. Students or parents may drop these letters off at any time throughout the day. Students will receive a notice when their books are ready for pickup. Students will be **required** to show their current school I.D. to pick up textbook(s).

Regards,

*Mharbe Masculino*  
Assistant Principal

\_\_\_\_\_  
Parent Signature

**I accept financial responsibility for the book checked out to my child and will return the book in the same condition in which it was checked out. Books must be returned by the last instructional day of the current school year.**

Student Name (LAST, FIRST) \_\_\_\_\_ ID# \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Name (please print) \_\_\_\_\_

Parent Contact Info (Email or Phone) \_\_\_\_\_

Date of Request \_\_\_\_\_

**BOOK REQUEST:**

COURSE (Please include Pre-AP or AP, if necessary)	Check Out	
	(DATE & REC'D)	INITIALS