

Instructions for completing TEXTBOOK LOAN PROGRAM – BOOK REQUEST

Some private and parochial schools participate directly in the Textbook Loan Program with the Harrison CSD. Requests from students enrolled in such schools are not permitted.

Use a separate form for each child.

Complete the form in its entirety. Failure to do so may result in books not being received in a timely manner or not being received at all.

Proof of Residency is required for first time applicants. (If such proof has been previously submitted with a Transportation request, please indicate that it is on file at Harrison CSD).

Three (3) forms of documentation are required as proofs of residency (photocopies are acceptable):

Provide **one** of the following:

- Mortgage Commitment
- Lease Agreement
- Landlord Affidavit
- Tax Bill
- Closing papers if new resident (2 additional proofs will be required within one month)

Provide **two** of the following:

- Utility bill (electric, telephone, etc.)
- Bank Statement
- Custody Papers
- Guardianship Papers
- Driver's License/Registration

PLEASE READ THE FOLLOWING PRIOR TO COMPLETING BOOK REQUEST:

For the purpose of this application, a textbook is described as a book or book substitute that a pupil is required to use as a text or text substitute in a particular class or program as a primary source of study material intended to implement a major part of a State or local curriculum. Books that contain material of a religious nature are ineligible for loan.

All textbooks loaned to resident students are District property and cannot be defaced in any manner.

All loaned textbooks shall be returned to the Purchasing Agent of the Harrison Central School District in the same condition in which they were received by no later than June 30th in a school year. Failure to return any book on-time in the required condition will result the prohibition of student eligibility for textbook loans in subsequent years.

Be sure that the section entitled *To be completed by Representative of Student's School* is properly completed. **The request cannot be processed without this authorization.**

Requests must be submitted to: Purchasing Agent, Harrison Central School District, 50 Union Ave, Harrison, NY 10552

All requests are due by July 1, 2009. Late requests will not be considered.