Instructions for completing TEXTBOOK LOAN PROGRAM – BOOK REQUEST

Prior to submitting an application, please check with your private school to determine whether or not they participate with the Erie 1 BOCES textbook loan program. If the school participates, they will order your books at your request, directly through BOCES, and there is no need for you to submit an application to the Harrison Central School District.

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, except for reasonable wear and tear, 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: Julie Fusaro, Harrison Central School District, 50 Union Ave, Harrison, NY 10528

All requests are due by July 1, 2022. Late requests will not be considered.

Harrison Central School District TEXTBOOK LOAN PROGRAM - BOOK REQUEST

Student Name:				Parent Name:					
Student Address:	Parent Email:								
Contact Phone Number:									
School Name:									
BOOK INFORMATION									
ISBN#	SUBJ	GRADE	TITLE	AUTHOR	PUBLISHER	EDITION	QTY	PRICE	
Proof of residency is: attached on file at Harrison CSD									
-	_	_	property of the Harrison CSD and must be returned in the	e same condition a	s received by June 30) of the s	chool	year.	
To be completed by Representative of Student's School:					Parent Signature - Date				
The student noted is enro	olled in th	ne schoo	ol indicated and the requested books are required by his/h	ner assigned curric	culum in the upcoming	school y	ear.		
School			School Representative - Title (plea	School Representative - Title (please print)		Signature - Date			