

## Johnson County Schools Textbook Request Form

Teacher Name: \_\_\_\_\_

Teacher email: \_\_\_\_\_

School: \_\_\_\_\_

Each teacher should list the titles/materials needed. Please be specific (book, workbook, lab book). Only one teacher should make requests on a single form. Completed requested should be faxed to the **attention of Aleta Gentry** at 727-2677. Before making requests for textbooks, each teacher and principal should verify the following:

\_\_\_\_\_ I have checked with other teachers at my grade level and within my school to locate extra books and/or materials.

\_\_\_\_\_ I have waited until at least the third full day of school before making requests. This will ensure a settling of enrollment and eliminate much of the need for multiple requests.

Grade Level	Quantity	Title of book	Please Check one		
			Class book	Work book	Lab book

Teacher Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please fax to Aleta Gentry at 727-2677.

We appreciate your help in streamlining the textbook request process!!!