

Instructions for completing TEXTBOOK LOAN REQUEST

- Use a separate form for each child.
- Complete the form in its entirety and return to MPCSD Business Office no later than June 30th of the preceding school year. Failure to do so may result in books not being received in a timely manner or not being received at all.
- MPCSD will review request for appropriateness, identify books maintained in inventory or order as needed.
- Parent/Guardian must pick up the books in person at MPCSD District Office, 825 Westlake Drive, Thornwood, NY 10594. Signature of Parent/Guardian is required.
- Parent/Guardian will be contacted when entire order is complete. If delays exist due to book availability, Parent/Guardian will also be contacted.
- Upon the completion of the school year, or upon a change of residency, all books (except workbooks) must be returned to MPCSD District Office in the same condition in which they were received. Parent/Guardian will be responsible for the replacement of books that are lost or damaged beyond reasonable wear and tear.
- This program does not apply to students enrolled in MPCSD schools or otherwise placed by MPCSD in a school outside of MPCSD.