

DAMAGED OR LOST INSTRUCTIONAL MATERIALS

Form Letter to Parent/Guardian

Dear Parent/Guardian:

We regret to inform you that your student has neglected to return library books or textbooks. Will you please check at home and return any textbooks or library books that belong to Pasadena Unified School District schools us as soon as possible.

If the books cannot be found, you must pay for them by cash, certified check or money order. (Personal checks will not be accepted).

According to the California Education Code (48909), each student is responsible for all school books issued to him/her and books must be returned upon demand or paid for by the student or the student's parent/guardian. This is necessary to insure that the school will have enough books to issue to incoming classes.

If you or your student have any questions regarding this obligation, please contact the school administrative designee at _____. (Phone number)

Thank you for your cooperation.

Sincerely,

PRINCIPAL

DAMAGED OR LOST INSTRUCTIONAL MATERIALS

Registrar
High School Address

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Dear Registrar:

This is to notify you that the student named below has not returned property belonging to Pasadena Unified School District schools. The parent/guardian is responsible for loss and damage to school district property. Therefore, we are withholding grades and transcripts until the obligation has been resolved.

The parent/guardian can clear these charges by returning the books/materials to any PUSD school or by paying the amount due below. Once the books have been returned or payment is received, the student records will be forwarded as requested.

Student's Last Name	First Name	Middle Name
_____	_____	_____

Books and other school property should be returned to:

Data Control/Attendance Clerk

School Name _____

School Address _____

Please make checks payable to: Pasadena Unified School District

Title of Unreturned Items

Cost of Item

Sincerely,

PRINCIPAL