

**2024–2025 Textbook Loan Program for Ardsley  
Resident Students attending Private Schools**

As required by Section 701.2 of the Education Law, we are in the process of gathering textbook requisitions for Ardsley resident students attending private schools for the 2024 - 2025 school year. The Ardsley Union Free School District is reimbursed by the state up to \$58.25 for each resident pupil enrolled as of October 1<sup>st</sup>.

If you are a private school making the request on behalf of the parents, please be sure to use our **“Textbooks Requested By Private Schools”** Form, using a separate requisition form for each student. A copy of your signed parental request form, along with your complete inventory log of prior loaned books **MUST** be submitted along with your request. Incomplete requests will not be honored.

If you are a parent making the request, please complete our **“Textbooks Requested by Students attending Private Schools”** form, using a separate form for each student. Parents will be notified when the books are received and ready for them to pick up at our business office. Books loaned to you from the 2023-24 school year must be returned by 6/28/24.

You can submit your paperwork to: Attn: Senior Account Clerk, Ardsley U.F.S.D., 500 Farm Road, Ardsley, NY 10502, By: **JUNE 14, 2024**

Upon receipt of the above items, we will verify the resident pupils and prepare purchase orders. Private schools will receive copies of the purchase orders and are to sign and return the receiving copies upon receipt of the books. These textbooks will be shipped directly to your school if you agree to: mark them “Property of the Ardsley UFSD” and keep an inventory log

If you prefer to have them shipped to our business office and pick them up here, please specify that on your requisition form.

If you have any questions, you can contact: Nathan Froimowitz Senior Account Clerk at (914) 295-5538,

Thank you for your cooperation.

ARDSLEY UNION FREE SCHOOL DISTRICT  
500 Farm Road, Ardsley, New York 10502

TEXTBOOKS REQUESTED BY STUDENTS ATTENDING PRIVATE SCHOOLS  
2024-2025

Written requests for textbook purchases and loans by nonpublic schools or parents of nonpublic students must be received by June 14, 2024

STUDENT NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ Grade: \_\_\_\_\_

PARENT \_\_\_\_\_ TELEPHONE # \_\_\_\_\_ EMAIL: \_\_\_\_\_

Title/Author PRICE	ISBN #	PUBLISHER	PUBLISHER ADDRESS/EMAIL	YEAR / EDITION

In accordance with Section 701.2 of the Education Law, I am requesting the loan of textbooks as required by the private school attended by my child. I agree that the books will be returned to the Ardsley UFSD at the end of the school year. It is further agreed that the payment for the value of lost or damaged loaned textbooks shall be paid to Ardsley Union Free School District.

PRIVATE SCHOOL: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

School's Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

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PUBLISHER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ EMAIL: \_\_\_\_\_

STUDENT \_\_\_\_\_ Address: \_\_\_\_\_ Grade: \_\_\_\_\_

Title/Author	13 Digit ISBN #	TB/WB	Year/Edition	Price

I hereby certify that the parents have been provided with the information necessary to request textbooks from the Ardsley Union Free School District and that the parents of the named students, residing in the Ardsley Union Free School District, have individually requested the loan of the textbooks for the 2023-2024 school year in accordance with Section 701.2 of the Education Law, and copies of said requests have been provided to the Ardsley Union Free School District. I agree that the books will be marked as "Property of the Ardsley UFSD" and will be returned to the Ardsley UFSD upon demand at the end of the school year or else stored at my school with an inventory maintained. It is further agreed that the payment for the value of lost or damaged loaned textbooks shall be paid to Ardsley Union Free School District.

SCHOOL: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

Signature of School Official \_\_\_\_\_ Title \_\_\_\_\_ Phone # \_\_\_\_\_ Date: \_\_\_\_\_

Name: (please print) \_\_\_\_\_ Email Address: \_\_\_\_\_

