TEXTBOOK LOAN PROGRAM PROCEDURE

MAMARONECK UNION FREE SCHOOL DISTRICT
1000 West Boston Post Road, Mamaroneck, NY 10543

The Mamaroneck Union Free School District (MUFSD) non-public school textbook loan requests are governed by Section 701 of the Education Law and Section 21.2 of the rules of the Board of Regents. The law requires all Boards of Education in Public School Districts to purchase and loan textbooks on an equitable basis to all children residing within the school district who attend grades kindergarten through twelfth grade in any public or private school.

Eligibility & Registration

All parents requesting to participate in the textbook loan program must first register with the district. The registration process can be completed online at MUFSD Registration Process. Once registration is complete, parents will receive an email invitation to register for Parent Square, which is used for all program-related communications. Please note that access to the order forms will only be available after this step.

Textbook Loan Request Submission

The deadline for private school textbook loan requests is **July 1st** preceding the school year for which the textbooks are being requested. For new resident students, the deadline for loan requests is no more than **30 days from moving into the MUFSD**.

Requests must be submitted by completing the textbook loan order form found in your Parent Square account. Click Textbook Loan Order Form or https://www.parentsquare.com/feeds/49309303.

For digital materials, the parent or the private school submitting the request on behalf of the student must provide contact details for the private school representative to facilitate online access. Missing contact information may result in an inability to fulfill digital textbook requests.

Book Drop-Off & Pick-Up

All book drop-offs and pick-ups are by **appointment only** which can be scheduled through the **Parent Square appointment scheduler** Appointment Scheduler Link or https://www.parentsquare.com/feeds/49305544
If a private school submits the request on behalf of parents, books will be shipped directly to the private school for distribution.

Inventory & Compliance

The MUFSD Purchasing Agent will maintain inventory control of all loaned textbooks. Participating private schools must submit an inventory of books received from MUFSD by **March 31st** each year to textloan@mamkschools.org. Failure to submit inventory may result in a hold on future loan requests.

Students must maintain books in **good condition**. Damaged or lost books will result in a fine per NY State guidelines. The district reserves the right to withhold future loans for students who fail to return books.

Book Return Procedures

- The deadline for returning individual student-loaned textbooks is **June 30th**.
- An appointment for book drop-off is required and can be scheduled through Parent Square.
- Workbooks are **consumable** and do not need to be returned.

For any questions, contact the Business Office at textloan@mamkschools.org.