MAMARONECK UNION FREE SCHOOL DISTRICT
1000 W Boston Post Road
Mamaroneck, NY 10543
(914) 220-3040
Purchasing Department
textloan@mamkschools.org

March 21, 2025

To Whom It May Concern:

This letter shall serve as notice that pursuant to the Mamaroneck Union Free School District Textbook Loan Program Policy, requests for the purchase and loan of textbooks **must be submitted electronically** on the district's loan request form on or before 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**.

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.

Requests must be submitted electronically by completing the textbook loan order form found in your Parent Square account.

Click here for the Textbook Loan Order Form or https://www.parentsquare.com/feeds/49309303.

Please also be advised that books on loan for the current 2024-2025 school year must be returned at the end of the school year no later than June 30, 2025. Please log into your Parent Square account to schedule an appointment for book drop off. Due to the security guidelines, we are no longer able to accommodate walk ins.

For more information concerning the District's Textbook Loan Program, please consult the Board of Education Policy 1740 and Regulations 1740-R which are available on the District website under:
➢Community ➢ Parent Tools ➢ Opportunities and Programs ➢ Textbook Loan Program
http://www.mamkschools.org/parent/nys-textbook-loan-program.

Please e-mail Purchasing with additional questions at textloan@mamkschools.org

Thank you for your cooperation.