

# Burrillville School Department

ADMINISTRATIVE OFFICES  
2300 BRONCO HIGHWAY  
HARRISVILLE, RI 02830



TELEPHONE: 401-568-1303  
TTY: 1-800-745-5555  
VOICE: 1-800-745-6575  
FAX: 401-568-1337

April 4, 2017

Dear Textbook Coordinator,

Please forward the list of textbooks that your students will require for the coming school year 2017-2018 when it is complete. Oftentimes students arrive at the School Department office to place their book orders having left the required paperwork behind! It is beneficial to all concerned to have the official list on file. Also, please include contact information should questions arise.

I have included a copy of paperwork that will be sent to the home of each Burrillville student attending your facility for your review. Please feel free to make copies for distribution to any new Burrillville students that may join you this year!

Feel free to send the list to my email, listed below, if you prefer. I would appreciate having your email contact information as well please.

I thank you for your time and look forward to working with you. Please feel free to contact me with any suggestions or concerns.

Sincerely,

Maddie Couture

Non-Public Textbook Coordinator, Burrillville

[couturem@bsd-ri.net](mailto:couturem@bsd-ri.net)

568-1301ext. 1100

Enc: 2

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April 4, 2017

Dear Parent,

This is to inform you that orders for Non-Public School Textbooks for the 2017-2018 School Year will be accepted:

**June 1<sup>st</sup> through July 7<sup>th</sup>  
Weekdays from 8:30 AM to 3:30 PM  
Administration Office  
Burrillville School Department  
2300 Bronco Highway, Harrisville**

Additional order forms may be downloaded from the Burrillville School Department website ([bsd-ri.net](http://bsd-ri.net)). **Please note: The office will be closed Monday, July 3.**

In an ongoing effort to ensure that all students have their textbooks in a timely manner, we ask that you *please place orders at the earliest possible date.* If you have any questions or require special arrangements, please contact me at 568-1301 ext. 1100 or at [couturem@bsd-ri.net](mailto:couturem@bsd-ri.net).

Thank you for your cooperation.

Sincerely,

Maddie Couture, Textbook Coordinator

Date Notified: \_\_\_\_\_

Burrillville School Department  
2300 Bronco Highway, Harrisville, RI 02830  
Telephone: 568-1301

**Non-Public School Textbook Loan Agreement**  
2017-2018 School Year

NAME: \_\_\_\_\_

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

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

2017-18 GRADE: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

Order Date	ISBN #	Title/Publisher/Year	Cond.	Delivery Date	Initials	Return Date

It is the policy of the Burrillville School Department to provide Science, Mathematics, Foreign Language, English/Language Arts and Social Studies textbooks to resident pupils attending non-public school. It is understood and agreed to by the parent/guardian whose signature appears below that these textbooks are borrowed and must be returned at the end of the school year. It is further agreed that the School Department will be reimbursed for any book(s) not returned in usable condition.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_