



**CENTRAL FALLS
SCHOOL DISTRICT**

949 DEXTER STREET, CENTRAL FALLS, RI 02863 | (401) 727-7700 | WWW.CFSCHOOLS.NET

Victor F. Capellan, Superintendent

April 4, 2017

RE: PROCEDURE FOR ORDERING AND RETURNING TEXTBOOKS FOR 2017-2018

Dear Sir/Madam:

Return of textbooks for 2016-2017 and orders for books for 2017-2018 will begin June 19th through July 21st. Requests made after July 21st will not be accepted. Please make sure to include Title, Author, Publisher, Edition, Copyright Date, and ISBN. Only hardcover textbooks (No Paperbacks) that are on the state textbook list may be ordered. Requests will not be honored until all books currently on loan to student have been returned.

If you have lost a book, you must pay for it before new books are ordered. All graduates are asked to return their books as soon as possible. Books can be dropped off Monday – Friday from 9:00 – 3:00 at the Registration Center, 949 Dexter Street in Central Falls.

In order to better serve you, I am requesting a list of students, which books they will be using this coming school year and quantities. Although I am asking for this information, the student still needs to come in the office to place their order. I also need a list of the books used by the school. I am also including the textbook order form for the students.

Thank you in advance for your cooperation and please don't hesitate to call me at (401) 727-7700 ext. 2019 if you have any questions.

Sincerely,

Ana Jesus
Registration Clerk

CENTRAL FALLS SCHOOL DISTRICT
TO BE COMPLETED AND SIGNED BY PARENT/GUARDIAN

STUDENT
NAME _____

Last

First

STREET _____

CENTRAL FALLS, RI 02863

PHONE _____

DATE _____

SCHOOL _____

GRADE _____

E-MAIL _____

TITLE #1 _____

SUBJECT _____

ISBN# _____

AUTHOR _____

PUBLISHER _____

COPYRIGHT DATE _____

CONDITION _____

REQUEST FOR TEXTBOOK LOAN

CONDITIONS

Books will be issued only if they appear on the Approved List as published by the RI Department of Education.

Unless all of the information requested under the Textbook section of the form is supplied correctly, the Central Falls School District cannot accept responsibility for resulting transactions.

It is the responsibility of the borrower to return the book(s) undamaged, or pay for restitution.

Borrowers must return textbooks at the end of the school year. Failure to do so will jeopardize further lending of books.

Date Received/initi. _____

Date Received/intl _____

TITLE #2 _____

SUBJECT _____

ISBN# _____

AUTHOR _____

PUBLISHER _____

COPYRIGHT DATE _____

CONDITION _____

PARENT/GUARDIAN AGREEMENT

**ACKNOWLEDGEMENT OF TEXTBOOK
CONDITION**

UPON MY RECEIPT

I acknowledge by my signature for each book the receipt of the book(s) and agree that I inspected the textbook(s) and have determined that the bookbinding is intact, there are no torn pages, and it is undamaged.

(Parent or Guardian)

Date Received/initi. _____

Date Received/intl _____