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**Date:** April 17, 2017  
**To:** All Non-Public School Principals  
**From:** Josephine A. Beaudoin – Data Clerk  
**Re:** Textbook Loan Program

Students who are residents of the Town of Coventry are notified that all textbooks that have been loaned to them for the 2016-2017 school year must be returned to the Coventry School Department Administration Building at 1675 Flat River Road. Books are to be returned on or before **Friday, June 23, 2017** before new books may be ordered.

**DAMAGED OR LOST BOOKS MUST BE PAID FOR BEFORE NEW BOOKS ARE ORDERED**

*Members of the 2017 graduating class should return their books to Coventry School Department Administration Building as soon as possible after their classes have ended.*

Students who wish to place orders for the **2017-2018** school year for **Math, Science, Foreign Language, History/Social Studies** and **English/Language Arts** must use our online ordering system. Any books ordered must be listed on the Rhode Island Department of Education's approved listings. Please inform Coventry students that the online ordering system will be available on the Coventry Public Schools web site at [www.coventryschools.net](http://www.coventryschools.net) from **Monday, May 15, 2017 to Friday, July 7, 2017.**

The following information is needed to process orders through our on line ordering system:

- Book Title
- Publisher's Name
- Author's Name
- Copyright Date
- ISBN Number

Requested textbooks may be picked up at the Coventry Public Schools Administration Building on **Thursday, August 10, 2017, Friday, August 11, 2017 or Friday, August 18, 2017** between the hours of **9:00am and 1:00pm.**

Please advise Coventry residents of the above dates, time, and necessary information.

*"Working Together To Improve Our Schools"*

The Coventry School Department is an Affirmative Action Equal Opportunity Employer and does not discriminate on the basis of age, color, sex, race, religion, sexual orientation, national origin, or disability

# Coventry Public Schools

## Procedure to Receive Private School Textbooks

Coventry residents who have children in Grades K-12 attending non-public schools may request textbooks in **Mathematics, Science, Foreign Language, History/Social Studies, and English/Language Arts.**

### **BOOK RETURN**

All books currently on loan must be returned on or before **Friday, June 23, 2017** to Coventry Public Schools 1675 Flat River Road before new books will be ordered. Damaged or lost books must be paid in full before new books are ordered.

### **ORDERING NON PUBLIC TEXTBOOKS**

Go to the [www.coventryschools.net](http://www.coventryschools.net) website

Click on Non-Public Textbook Information

The online ordering system will be available **Monday, May 15, 2017 to Friday July 7, 2017.**

### **PICKUP ORDERED TEXTBOOKS**

Requested textbooks may be picked up at the Coventry Public Schools Administration Building on **Thursday, August 10, 2017, Friday, August 11, 2017 or Friday, August 18, 2017**, between the hours of **9:00AM and 1:00PM.** These are the only dates and times books will be available for pickup.

### **LATE ORDERS**

Late orders are strongly discouraged, as we may not be able to acquire textbooks prior to the start of school. If requesting books after the **Friday, July 7, 2017** deadline, please follow the directions below.

1. Check the RI Department of Education website to determine if your textbook(s) are RIDE approved. **Click here for the RIDE Website.**
2. If the book(s) are on the RI Department of Education website, you need to email Josephine Beaudoin at [beaudoinjosephine@coventryschools.net](mailto:beaudoinjosephine@coventryschools.net) to see if the book(s) are available from the district. If the book(s) are available you will be notified to pick up book(s).
3. If the book(s) are not available, you will receive an email authorization to obtain the textbook(s) yourself. **Click here to view Non-Public Textbook Vendors.**
4. In order to be reimbursed, a copy of the email authorization **and** the book receipt(s) ***must be submitted*** for reimbursement. The district will reimburse the **lowest price listed** for the textbook(s). **We do not reimburse for shipping and handling.** All reimbursement paperwork must be received in our district office by **Friday, October 6, 2017.**

**Coventry Public Schools**

**Non-Public Textbook Sources**

We urge and recommend ordering through the following vendors. The Coventry School Department will not pay premium prices for books.

We will reimburse you at the purchase price available from the below vendors.

**Follett Educational Services**

[www.fes.follett.com](http://www.fes.follett.com)

TEL: (800) 621-4272

FAX: (800) 852-5458

**Scott Foresman/Pearson Education**

<http://www.pearsonschool.com>

TEL: (800) 848-9500

FAX: (877) 260-2530

**Textbook Warehouse**

[www.tbwarehouse.com](http://www.tbwarehouse.com)

TEL: (800) 796-9152

FAX: (800) 796-9154

**Adams Book Company**

[www.adamsbook.com](http://www.adamsbook.com)

TEL: (800) 221-0909

FAX: (888) 229-2650