



Smithfield School Department

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Robert M. O'Brien
Superintendent

Bridget L. Morisseau
Assistant Superintendent

TO: Principals of Non-Public Schools
FROM: Robert M. O'Brien, Superintendent
DATE: March 23, 2017
RE: TEXTBOOK LOAN PROGRAM

Please notify students from Smithfield of the following schedule for ordering books for the 2017-2018 school year, as well as returning books currently out on loan from the Smithfield School Department.

SMITHFIELD TEXTBOOK LOAN PROGRAM FOR NON-PUBLIC SCHOOL STUDENTS

Non-public school pupils who are residents of Smithfield may apply at the Smithfield School Department, 49 Farnum Pike, Smithfield, Rhode Island for the loan of textbooks in Mathematics, Foreign Language, Science, English, and Social Studies for Grades K-12 and the return of books borrowed from Smithfield School Department between the hours 8:30 am and 2:30 pm on Wednesday June 14, Thursday June 15, and Friday June 16, 2017.

Please notify students that there is an online process for requesting books. Directions and forms can be found at our website www.smithfield-ps.org. This process will make it easier for students to request books.

Books from the previous school year must be returned before any new books will be issued. Requests must be made in person. Late requests will not be honored. Proof of residency is required to borrow books. Requested textbooks must be on the State Approved List. Students may check the RIDE website at www.eride.ri.gov/eride2K5/TextbookInventory for approved books. All books must be ordered through the Smithfield School Department. No reimbursements will be made for books purchased privately. Please inform students that mid-year requests for class changes will not be honored.

Students must have the following information for each book:

TITLE, AUTHOR, PUBLISHER, ISBN #, AND COPYRIGHT DATE.

If you have not already done so, please send a list of state approved textbooks to be used by your school for the upcoming school year.

ROB/tmb

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