



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

Victor F. Capellan, Superintendent

March 28, 2018

RE: PROCEDURE FOR ORDERING AND RETURNING TEXTBOOKS FOR 2018-2019

Dear Sir/Madam:

Return of textbooks for 2017-2018 and orders for books for 2018-2019 will begin June 11th through July 27th. Requests made after July 27th may not be accommodated. 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 books they will be using this up coming school year and quantities. Although I am asking for this information, the parents still need 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.

Finally, can we receive a list of your students residing in Central Falls. This will eliminate our need to ask for address verification.

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,

A handwritten signature in black ink, appearing to read "Ana Jesus", with a long horizontal flourish extending to the right.

Ana Jesus
Registration Clerk

TITLE #3 _____
SUBJECT _____
ISBN# _____
AUTHOR _____
PUBLISHER _____
COPYRIGHT DATE _____
CONDITION _____

Date Received/initi. Date Received/intl.

TITLE #4 _____
SUBJECT _____
ISBN# _____
AUTHOR _____
PUBLISHER _____
COPYRIGHT DATE _____
CONDITION _____

Date Received/initi. Date Received/intl.

TITLE # 5 _____
SUBJECT _____
ISBN# _____
AUTHOR _____
PUBLISHER _____
COPYRIGHT DATE _____
CONDITION _____

Date Received/initi. Date Received/intl.

Extra Titles (if needed)

TITLE : _____
SUBJECT _____
ISBN# _____
AUTHOR _____
PUBLISHER _____
COPYRIGHT DATE _____
CONDITION _____

Date Received/initi. Date Received/intl.

TITLE : _____
SUBJECT _____
ISBN# _____
AUTHOR _____
PUBLISHER _____
COPYRIGHT DATE _____
CONDITION _____

Date Received/initi. Date Received/intl.