

# SCITUATE SCHOOL DEPARTMENT

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April 20, 2018

## TEXTBOOK RETURN AND REQUEST OF TEXTBOOK LOAN TO NON-PUBLIC SCHOOL STUDENTS

### LOCATION TO DROP OFF AND PICK UP TEXTBOOKS:

**North Scituate Elementary School; 46 Institute Lane, North Scituate**

***\*Books and/or orders will not be accepted at the Superintendent's Office.\****

Textbooks borrowed for the 2017-2018 school year must be returned to North Scituate Elementary School **Tuesday, June 26, 2018, Wednesday, June 27, 2018 or Thursday, June 28, 2018 between the hours of 9:00 AM and 1:00 PM.** Textbook orders for the following year must be placed during this time also.

2018-2019 orders will be available for pick up **Tuesday, August 7, 2018; Wednesday, August 8, 2018; Thursday, August 9, 2018 and Friday, August 10, 2018** at North Scituate Elementary School between the hours of **9:00 AM and 12:00 PM.**

**Please note: No one will be available to process book orders at North Scituate Elementary School at any time other than those listed above.**

The order must include all of the following:

- book title
- publisher
- copyright date
- ISBN (10 or 13 digit)
- student's name
- address
- telephone number
- school
- grade

Textbook requests that do not have the above information will not be filled.

Please remind your student to use book covers to protect the books. Students may not write, highlight or in any other way damage the textbooks, unless of course they are of a consumable nature, which will be noted when the books are given to the parent. If there is excessive damage to a book, parents will be charged a fee to restore or replace the book.

If you have any questions or comments, please do not hesitate to call our office at 647-4100.

Jennifer Carnevale  
Textbook Loan Coordinator