

Procedure for Lost/Damaged Textbooks

Upon discovery that a student has lost or damaged a textbook, you must complete a Lost/Damaged Textbook form (see attached) and submit it to the account clerk for pricing. The account clerk will return the form to you to be sent home to the parent/guardian.

You should keep a copy of the form for your records. A student should not be issued a new textbook until the lost textbook is paid for.