September 3, 2019

Dear Parent/ Guardians

For the past several years Lamont High School textbooks have declined in condition due to student care. In order to provide each student with a textbook for each class they are in, we must maintain a certain standard of quality. This year we will be monitoring the textbooks closely to ensure the textbook returns in the same condition when it was lent to the student. The textbook fee from past years is no longer added to student fees when a textbook is ruined. We are now having to charge for damage done to textbooks by the students. We are asking you as parents to look over the textbooks that the school has lent to your child, and report back if it contains any damage. Damage such a broken binding (not taped spine), water damage and excessive graffiti. We have asked students to do the same at the beginning of the year/semester. Students and parents who do not report existing damage to the textbooks will be charged as follows. Broken binding: $20.00, all other damages will result in full replacement cost of the textbook. Damages would be, but not limited to, excessive writing, water damage, or any damage that results in the removing the textbook from circulation. Please take this opportunity to fill out the form below indicating current existing damage to textbooks. Please return the form by the end of September 2019.

**Student Name:**  **Parent Signature:**

**Date Completed:**

**Date Returned to School (completed by librarian):**

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| **Textbook Title** | **Barcode**  **(inside back cover)** | **Existing damage** |
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