



SECTION IV: LOST TEXTBOOKS

<u>TITLE OF BOOK</u>	<u>EDITION</u>	<u>CONDITION ISSUED</u>	<u>FINE OWED</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I. Office Responsibilities

\_\_\_\_\_ Verify dropout or transfer with parent

\_\_\_\_\_ Collect textbooks

\_\_\_\_\_ Total any outstanding obligations                      Amount \$ \_\_\_\_\_

\_\_\_\_\_ Refund fees    Amount \$ \_\_\_\_\_

\_\_\_\_\_ File grades in student record

\_\_\_\_\_ Give student report card

\_\_\_\_\_ Place student information card in dead file

\_\_\_\_\_ Send student record and check out sheet to Principal

\_\_\_\_\_ Fill out notice-of-leaving card and forward to child accounting office

II. Principal's Responsibilities

\_\_\_\_\_ Examine student record file for completeness/accuracy

\_\_\_\_\_ Make any special notations necessary and place in record

\_\_\_\_\_ Forward student records to receiving school (including, if the student is a child with a disability under the IDEIA, a copy of both the student's current IEP and any statement of current or previous disciplinary action that has been taken against the student.)

\_\_\_\_\_ Notify \_\_\_\_\_ if special education student

\_\_\_\_\_ Store copy of records in records file