

**ACT 195 INFORMATION & FORM
CERTIFICATE OF INDIVIDUAL REQUEST FOR LOAN OF TEXTBOOKS AND
INSTRUCTIONAL MATERIALS 2011- 2012**

TO: PA Department of Education
c/o Friends Select School
17th and the Parkway
Philadelphia, PA 19103

Please complete below:

Student Name/Grade

Student Name/Grade

Student Name/Grade

I hereby request the loan of textbooks and workbooks in accordance with Act 195 of 1972 and of instructional materials in accordance with Act 90 of 1975, as amended, for my child (children) attending Friends Select School.

Signed _____ Date _____
Parent, Guardian, Person in Loco Parentis

July 2011

Dear Friends,

At Friends Select School, your child receives the benefits of state aid through Act 195 (textbooks and workbooks) and Act 90 (instructional materials). This reduces direct expenses for textbooks and materials, depending upon the student's grade level. In order that our students may receive this assistance, the school is required to maintain the inventory each year, and each family is required to file a "certificate of request." This certificate is at the top of this letter.

Please sign the certificate now and return it to Friends Select School. Only one certificate is needed from each family, but all children should be listed on it with their grade level for 2011-12.

The Act 195 books and Act 90 materials which your child uses during the school year are *on loan* from the Commonwealth of Pennsylvania. All Act 195 books distributed to students in the middle and upper school must be returned after the class has finished using them. Lost or damaged books must be paid for.

Attached is a copy of the Act 195 Book Information Sheet, which is given to each middle and upper school student. On it are guidelines for care of the books. **Please note: Students are responsible for the *specific numbered copy* of the text which they were issued at registration.** If your student returns someone else's copy of a textbook instead of the one issued to him/her at registration he/she will be charged for a missing book.

Please return your Certificate of Request today.

Sincerely,

Paula Cairo
Coordinator of State and Federal Programs

Policy for the Loan of Textbooks through Act 195

At Friends Select School, students receive the benefit of state aid through Pennsylvania's Act 195 for **certain** textbooks and workbooks. Act 195 allows students to **borrow** selected textbooks needed for coursework **free** of charge.

Each family is asked to fill out a "certificate of request" and return this signed certificate to Paula Cairo at Friends Select. One certificate for each family will cover this permission for all students in that family.

Act 195 textbooks are distributed to students requiring them. One book may be issued per student in a given class. Not all required textbooks are distributed in this way. Some books must be purchased by the student/family.

To borrow a textbook, students must scan out the text in the same manner as a library book. The text will have a barcode label affixed to it and be marked as the property of the State of Pennsylvania. This transaction will take place in one of the libraries at school, or as designated on registration day.

Since Act 195 textbooks will be used by the school for six successive years before being discarded, **students may not write in or personalize these books in any way, except to write their name once in the front of the book, and are expected to keep them in good, reusable condition.** If an Act195 text is lost or damaged beyond use by another student, the borrower is required to pay for the textbook at the current rate of replacement. Duplicate free texts will not be issued. One copy only of each text title will be issued to each student.

Return of Textbooks

Students are required to return the borrowed Act 195 textbooks before taking the respective course's final exam. The student should bring the Act 195 textbook to the exam room and hand it in to the proctor before the exam is administered.

Lost or damaged books must be paid for before receiving final reports and transcripts. This business is taken care of with the administrator of the Act 195 textbook program, Paula Cairo.

Please note that students are responsible for the specific numbered copy of the text which they were issued. **If a student returns someone else's copy of a textbook instead of the one issued to him/her at registration, he/she will be charged for a missing book.**

Students who have borrowed but not returned or paid for an Act 195 textbook will be billed for that book, and grade transcripts will be withheld until this obligation is satisfied. Seniors should be aware that transcripts will not be sent to colleges if such a debt exists in their name.

Please contact Paula Cairo regarding Act 195 books.
215-561-5900, ext. 136 or paulac@friends-select.org

July 2011