

DIRECTIONS FOR TEXTBOOK ACCOUNTING

1. Please record book number and condition of text when distribution takes place in September, and then check off in June when all textbooks are returned. Use the symbols: N-new; G-good; P-poor.
2. Each textbook is to be numbered. We want the numbers to check. Use marking pen and write the number on the edge of the textbook if it has not already been done.
3. Collect textbooks after they have been used and record the necessary information. Only one sheet need be used for this purpose.
4. Teachers should check each textbook as it is returned in June. A list of students who have lost, misused or mutilated textbooks should be sent to the Main Office and made to pay for the textbook.

