

TO BE COMPLETED BY PERSON REQUESTING LOAN OF CURRICULUM MATERIALS FROM THE SCHOOL DISTRICT

**Section 1 – Request**

I, \_\_\_\_\_, pursuant to the provisions of Policy 105.1 - Curriculum Review by Parents and Students and/or Policy 708 - Lending of Equipment and Books, request to review the following specific curriculum and/or instructional materials:

I understand that I am responsible for the safe return of any materials loaned to me on or before the date stamped below, and I assume full liability for any damage or loss occurring to the materials during the period of the loan. I also acknowledge that no more than one (1) request per semester for any particular content/grade area may be made by any qualifying parent or student each school year per enrolled child.

Requester: **X** \_\_\_\_\_ Date: \_\_\_\_\_

UPON COMPLETION: FORWARD THIS FORM TO THE BUILDING ADMINISTRATOR.

**Section 2 – Approval**

The responsive school district administrator shall list below any materials loaned and the dates they are due to be returned:

Material	Due Date

Administrator: **X** \_\_\_\_\_ Date: \_\_\_\_\_

**Section 3 – Loan/Return**

I acknowledge receipt of the materials listed above subject to the foregoing terms and conditions.

Recipient: **X** \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge return of the materials listed above subject to the foregoing terms and conditions.

Recipient: **X** \_\_\_\_\_ Date: \_\_\_\_\_