

Hereford Independent School District
601 N. 25 Mile Avenue
Hereford, Texas 79045
Phone: (806) 363-7600

LOST/DAMAGED TEXTBOOK NOTIFICATION

Student _____ Parent _____
 Address _____ Phone _____
 Campus _____ Teacher _____

This is to notify you that your child has lost or incurred damage to the following textbooks issued by Hereford Independent School District.

| Name of Textbook | Damaged Book | Lost Book | Amount Due |
|-----------------------|--------------|-----------|------------|
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| | | | |
| TOTAL COST DUE | | | |

It is necessary that this situation is rectified as soon as possible by:

- paying in full the total amount assessed for the damaged or lost textbook(s)
- returning the actual lost textbook(s) to the campus
- calling the school to arrange for partial payments within ten days of the date of this letter, or
- contacting the school office with concern.

A lost textbook must be paid for or returned to ensure your child's right to free textbooks. If the lost textbook is not paid for or returned then your child will only be allowed to use textbooks at school during each school day, not being allowed to take home any school issued textbooks.

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| First contact sent home by student date sent _____ student's signature _____ | Third contact by telephone date _____ comment _____ |
| Second contact by regular mail date sent _____ | Final contact- teacher submits to school office date _____ |

 Campus Textbook Coordinator