

## HEREFORD ISD - NO FAULT TEXTBOOK LOSS

CAMPUS: \_\_\_\_\_

DATE: \_\_\_\_\_

Complete Table One giving full information about the destruction or theft. Instructional materials used by students with contagious diseases may also be reported. Submit this report within 60 days of the occurrence. Reports will not be accepted after 60 days.

Box 1
Type of Destruction:
Date of Destruction:
Location (Home, School, Etc.):

Use Table Two to report the materials that were destroyed or stolen. Enter the number of units destroyed under "Number Units Destroyed". If possible, return destroyed units to District Textbook Coordinator.

Title of Textbook/Publisher	ISBN Number	Number of Units Destroyed	Comments

\*If loss is due to theft, please attach campus or police report of theft. (Narrative)