Your School

Street Address

Town, PA Zip Code

Dear Parent/Guardian:

State Law (Act 195) authorizes the loan of textbooks by the Secretary of Education to students enrolled in nonpublic schools. Act 90 authorizes the loan of instructional materials. Our school is now in the process of requesting the specific textbooks and materials to be loaned to your children. The law requires that a parent of each student attending the non-public school individually requests a loan of textbooks and instructional materials. We are, therefore, enclosing the individual request form. Please sign the form, date it, and return it to school immediately. Thank you for your continued assistance and cooperation.

Sincerely,

Principal’s Name,

Principal

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CERTIFICATE OF INDIVIDUAL REQUEST

FOR LOAN OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS

I hereby request the loan of textbooks and instructional materials in accordance with Pennsylvania Act 195 and Act 90 for my Child (ren) attending Name of School.

Child’s Name (Grade):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade:\_\_\_\_\_\_\_\_\_

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Date Parent or Guardian Signature