



## Steps To Request Print Version of Text Book(s)

- Step 1: Student makes a request to subject teacher requesting a print version of adopted text book.
- Step 2: Teacher refers the student to the campus Instructional Materials Coordinator (Assistant Principal).
- Step 3: The campus Instructional Materials Coordinator (Assistant Principal) gives the student the “Electronic Textbook Waiver Request” document.
- Step 4: The student and parent fill out the “Electronic Textbook Waiver Request” document and returns the completed document to the campus Instructional Materials Coordinator (Assistant Principal).
- Step 5: If approved, the Instructional Materials Coordinator (Assistant Principal) will provide the print version(s) of the text book(s) to the student. Please note that distributing a printed version of the text book will only be considered if the student **does not** have a district issued ipad.
- Step 6: The campus Instructional Materials Coordinator (Assistant Principal) will complete the document as necessary and sign the “Electronic Waiver Request” document.
- Step 7: The campus Instructional Materials Coordinator (Assistant Principal) will provide one copy of the document to the student and keep one copy for text book record keeping.