



**MORGAN LOCAL SCHOOLS
OFF CAMPUS STUDENT - TEXTBOOK PROCEDURES**

Beginning June 2017 CCP students who take courses at a college campus, will borrow textbooks from the Morgan High School Library and must return them to the library at the end of each semester to avoid charges.

Procedures:

1. Students must meet with or email this form to guidance, indicating which courses they are signing up to take at least 3 weeks before each semester/term begins, to assure textbooks are available or ordered in time for the class.
2. Students must provide a minimum of their name, course title(s) and the college(s) on the form below.
3. Students will be informed by guidance, if the textbook(s) are available at the high school library and given direction on check-out and return procedures. If the textbook(s) are not available from the library, they will be ordered by the district office. Students will be notified when their books are ready for pickup, to be signed out.
4. Students will only purchase textbooks from the college bookstore when given permission from guidance, the principal or the district office to do so.

Student Name: _____ **College:** _____

Course Title	Textbook Title	ISBN #	Sem/Year