


Capital Region BOCES



online textbook requests – instructions for parents

1. Your school will give you a unique ID for each student requesting books.
2. Parents must visit our website (www.capitalregionboces.org/textbooks/) to find the requests link
3. Complete each field (including the unique ID given by the school) and press “Next Page”



Capital Region
BOCES Board of Cooperative Educational Services

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BACK February 25, 2013

2013-14 Textbook Loan Form

This form is DUE: June 1, 2013

Please enter your Unique ID, along with the student's information here. Then click "Next Page" to check your loan request. Note: All fields are required!

School District of Residence:

Non-Public School:

Unique ID:

Parent First Name:

Parent Last Name:

Student First Name:

Student Last Name:

Grade in the 2013-14 School Year:

Date of Birth (mm/dd/yyyy):

Home Street Address:

City:

State:

4. On the next page, (a) check your information is correct, and (b) confirm that all the necessary books have been selected. Then (c) carefully read the agreement, agree by checking the box, and select “Send Request”.

(a)

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Thank You! You are almost done.

Please review your loan request information below for completeness and accuracy. If you notice any errors in your information hit the 'Back' button on your browser and make the necessary corrections.

Next, you may request any of the book titles listed below by putting a check in the box provided. Note that exact titles may vary slightly from your school's list.

Lastly, to complete your loan request, please read the loan agreement and authorize the form by checking "I Agree" below.

Please review the information below for accuracy:

School District of Residence:
ALBANY SCHOOL DISTRICT

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(b)

Place a check in the box next to the book titles you are requesting. Titles already checked are the default books for your district:

<u>Course/Subject</u>	<u>ISBN</u>	<u>Publisher</u>	<u>Title</u>
<input checked="" type="checkbox"/> LA	9780328039319	Scott Foresman	Scott Foresman Reading Gr 1.5
<input checked="" type="checkbox"/> LA	9780328039289	Scott Foresman	Scott Foresman Reading Gr 1.2
<input checked="" type="checkbox"/> LA	9780328039302	Scott Foresman	Scott Foresman Reading Gr 1.4

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(c)

record to the Capital Region BOCES. I understand that my signing and submitting this record in this fashion is the legal equivalent of having placed my handwritten signature on the submitted record and this affirmation.

I understand and agree that by electronically signing and submitting this record, application is hereby made for the loan of the textbook materials listed above. I accept the judgment of the school district or their designated representative regarding the eligibility of individual materials for loan. I understand that all books are to be maintained in good condition, and that if damaged or lost, the book(s) will be replaced at my expense. I also understand that the books must be returned to the school district or any official designated as the custodian thereof upon request. If my child should transfer to another school, the books will be returned to the school district or I will make arrangements with Capital Region BOCES for their return.

I Agree (Checking this box signifies your acceptance of the terms of use above.)

5. You're done! You will receive a confirmation email listing all the books you requested. The same email is sent to your school to demonstrate that you have requested your books, and to our office as a backup to the database. If you notice anything amiss, you can always call or email our office.