INSTRUCTIONS FOR COMPLETING FORM

1. Parent/guardian completes top left side of form.
2. Parent/guardian brings form to appropriate school district, along with any documentation required for proof of residency.
3. Parent/guardian or authorizing school district mails or faxes completed form to the appropriate textbook center.
4. Please contact the appropriate textbook center if you have any questions.

Student’s School District of Residence

Nonpublic School

Name of Student ___________________________ Grade ________

Address ____________________________________________

Telephone Number (_____ ) - ______________

The above-named student has requested textbooks from the Eastern Suffolk BOCES Nonpublic School Textbook Program for the 2014-2015 school year. Your signature below indicates (1) verification that the student has provided proof of residency to your district, (2) permission to distribute textbooks to the student, and (3) your understanding that you will be billed for these textbooks.

Print Name of Authorized District Personnel

Title of Authorized District Personnel

Signature of Authorized District Personnel / /20

Date Approved

NONPUBLIC SCHOOL TEXTBOOK PROGRAM

Maria Christ, Textbook Program Coordinator (631) 687-3062 Fax (631) 289-2381 mchrist@esboces.org
Christine Taylor, Senior Administrative Assistant (631) 687-3116 Fax (631) 289-2381 ctaylor@esboces.org

Brentwood
ESBOCES Adult Education Center
100 Second Avenue, Brentwood, NY 11717
(631) 233-4435 Fax (631) 233-4401
mchrist@esboces.org

Commack
Hubbs Administration Building
480 Clay Pitts Road, East Northport, NY 11731
(631) 368-5857 Fax (631) 368-4851
mchrist@esboces.org

Stony Brook
Steve Erickson, Stony Brook Textbook Center
200 Nicolls Road, Stony Brook, NY 11790
(631) 689-6860 Fax (631) 689-6862
serickso@esboces.org

Westhampton Beach
Dorothy Hickey, Raymond DeFeo Building
215 Old Riverhead Road, Westhampton Beach, NY 11978
(631) 288-2669 Fax (631) 288-2774
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Department of Administrative Services
1/29/2014