

TEXTBOOK CHECKLIST

Be thorough in your evaluation of the book for which you are now responsible for. You will be responsible for any and all damages incurred during the period of time the book(s) is in your possession that are **NOT** noted below.

STUDENT NAME (please print): _____

TEXTBOOK TITLE: _____

TEXTBOOK NUMBER (Located inside the front cover.) _____

SPECIFIC BOOK DAMAGE: (check all that apply):

	Pencil/Pen scribbles, drawings, markings, etc. (DOES NOT INCLUDE underlining, highlighting, circling of terms!)
	Inappropriate words and/or pictures
	Ripped or torn pages
	Missing pages
	Water damage
	BINDING IS: (circle one) Tight Loose Separating Broken
	COVER IS: (circle one) Clean and undented Some dents and marks Very damaged and/or faded Indecipherable
	OTHER (please explain):

Please sign and date this form appropriately. This form is due within two school days of receipt of your textbook. (Example: If you receive your book Thursday, turn this in by Monday.) If you have no noted damages/problems, please turn this form into your teacher. **HOWEVER**, if you have noted problems, please see your teacher and show him/her the problems and both you and your teacher will mutually sign below.

Student Signature: _____

Parent Signature: _____

Teacher's Signature: _____

(Only if damage/problems exist with the book)