

**P/P Certificate of Individual Request
for Loan of Textbooks, Instructional
Materials and Equipment**

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Sample Letter to be Sent Home to Parents or Guardians

Dear Parent/Guardian:

State legislation authorizes the loan of textbooks, instructional materials, and equipment by the Secretary of Education to Pennsylvania children enrolled in kindergarten through grade 12 in nonpublic and private schools. Our school is now in the process of requesting specific textbooks, materials and equipment to be loaned to your child(ren). It is required, however, that a parent/guardian of each child attending the nonpublic or private school individually request a loan of textbooks, instructional materials, and equipment. We are, therefore, enclosing the individual request form. Please sign the form, date it, and return it to the school immediately.

Thank you for your continued assistance and cooperation.

Very truly yours,

Principal

***CERTIFICATE OF INDIVIDUAL REQUEST FOR LOAN OF TEXTBOOKS,
INSTRUCTIONAL MATERIALS AND EQUIPMENT***

I hereby request the loan of textbooks, instructional materials and equipment in accordance with the Pennsylvania School Code of 1949 for my child(ren) attending xxx School.

Signature: (Parent or Guardian)

Date: (Signed)

This program is available only to Pennsylvania residents.

(This form is to remain on file at the school.)