

Johnson County Schools Textbook Request Form

Teacher Name _____ School _____

Each teacher should list titles/materials needed. Only one teacher should make requests on a single form. Completed requests should be faxed to the attention of Steve Billings at 727-2663. Before making requests for textbooks, each teacher and principal should verify the following:

_____ I have checked with other teachers at my grade level and within my school to locate extra books and/or materials.

_____ I have waited until at least the third full day of school before making requests. This will ensure a settling of enrollment and eliminate much of the need for multiple requests.

QUANTITY	GRADE LEVEL	TITLE	

Teacher Signature: _____ Date: _____

Principal Signature: _____ Date: _____

We appreciate your help in streamlining the textbook request process.