PLEASE SCAN SIGNED COPY TO: **info@textbookcentral.com**

Textbook Central

CERTIFICATION FORM

Nassau County Non-Public School Textbook Loan Program

2026-2027 School Year

FROM:

School: _____

Address: _____

_____

_____

TEXTBOOK COORDINATOR:

Name: _____

Title: _____

Tel.: _____

Fax.: _____

(DATE(S)-NOT HOURS)

APPROX DELIVERY TIMEFRAME REQ: _____

Special summer contact information (if any): _____

Special book delivery instructions (if any): _____

ALL CONTACT WITH THE SCHOOL WILL BE THROUGH THE SCHOOL TEXTBOOK COORDINATOR AT THE FOLLOWING E-MAIL:

EMAIL ADDRESS _____

ACCOUNTABILITY AND CERTIFICATIONS

The loan of textbooks from the Nassau County public school districts to pupils attending non-public schools is governed by the regulations of the New York State Textbook Loan Program ("NYSTL"). The administrative guidelines for the NYSTL are contained, and incorporated by reference hereto, in the Handbook on Services to Pupils Attending Nonpublic Schools published by the State Education Department.

NYSTL requires that parents submit written requests for the loan of all textbooks. By participating in the Nassau Textbook Loan Program, non-public school administrators have been entrusted with the reponsibility of collecting such requests from parents and submitting the list "collectively" to CentralEd. Books distributed to the non-public schools under the Nassau Textbook Loan Program will be deemed to have been loaned to individual eligible students in accordance with their parents' written solicitation. Non-public school administrators are responsible for retaining all parent requests for loan material in school files for a minimum of five years.

Non-public schools are responsible to ensure that all books and instructional materials loaned under the NYSTL be utilized solely to meet the educational needs of eligible students enrolled in their schools and that these books and materials be used only for instructional/educational purposes (specifically excluding religious and administrative activities) as required by NYSTL regulations.

All books and materials requisitioned for loan through the Nassau Textbook Loan Program are the property of the Nassau County public school districts and should be identified as such by a stamp, label, or other marking. Non-public schools must take appropriate measures to secure such loaned material against loss by theft or damage, and to return such material when required.

Non-public schools must maintain separate inventory records of loaned material to be made available to local and State educational agencies as reasonable may be required for fiscal audit and program evaluation purposes. To assist in the fulfillment of this requirement, CentralEd will furnish each non-public school with verification reports of orders issued on their behalf. These reports, together with confirming copies of said orders, will become, over time, a cumulative inventory record of NYSTL material provided on behalf of eligible enrolled students. The inventory records of books loaned to the non-public schools must be maintained for a minimum of five years or for as long as the books are retained at the schools.

The non-public schools will make every effort to comply with all regulations and guidelines of the NYSTL and the Nassau Textbook Loan Program. The school understands and agrees that if enrollment information is not accurately maintained, the school may be billed for materials requested for non-attending or unregistered district students. The Nassau Textbook Loan Program reserves the right to establish a cutoff date whereby after such date book requests will no longer be accepted.

AUTHORIZED CERTIFYING OFFICIAL:

Signature: _____

Name: _____

Title: _____

EMAIL FORM TO: info@textbookcentral.com

OR FAX TO: (516) 801-7870

Date: _____

Tel.: _____

IF YOU HAVE QUESTIONS, PLEASE EMAIL: **info@textbookcentral.com**