

Lost Book Report
Sutton Elementary

Teacher: _____ Date: _____

Nine Week Grading Cycle (circle one): 1st 2nd 3rd 4th

Check one:

No textbooks missing.

Lost textbooks listed below:

<i>Student</i>	<i>Book Title</i>	<i>Book #</i>

Teacher Signature Date

Return completed form to Teresa Valdez, textbook clerk, every nine weeks or at any time a book is missing or lost. Ana will mail parent letter with amount due and forward a copy of the letter to the teacher.