

**INSTRUCTIONS FOR COMPLETING THE
2009-2010 NON-PUBLIC TEXTBOOK LOAN FORM
for
CAPITAL REGION BOCES and
Washington-Saratoga-Warren-Hamilton-Essex (WSWHE) BOCES**

Albany (Selected Schools)

Berne-Knox-Westerlo

Bethlehem

Burnt Hills-Ballston Lake

Cohoes

Duanesburg

Green Island

Guilderland

Maplewood

Menands

Mohonasen

North Colonie

Ravena-Coeymans-Selkirk

Schalmont

Scotia-Glenville

Shenendehowa

Voorheesville

Watervliet

WSWHE BOCES Districts:

Ballston Spa

Bolton

Corinth

Galway

Greenwich

Hadley-Luzerne

Lake George

Mechanicville

Queensbury

Saratoga Springs

Stillwater

Warrensburg

Waterford-Halfmoon

1. Complete information should be typed or clearly printed on each form.
2. Each category (subject, publisher, etc.) should be filled in on the form. The C/N column should be used to designate Consumable (workbooks) or Non-Consumables (texts).
3. The student's parent or guardian must sign the form.
4. A school must make certification of each request.
5. Completed non-public textbook forms should be *mailed by June 1, 2009 (or earlier) to:

Anne McCoy
Capital Region BOCES
20 Walker Way, Albany, NY 12205
PHONE: 518-464-5123, 464-5121

***If faxing student requests to our office (464-5122), please call to confirm receipt.**