Laurel High School
8000 Cherry Lane
Laurel, MD 20707
301-497-2050

TEXTBOOK ISSUE AND FINANCIAL OBLIGATION FORM

(This form should also be used when issuing team uniforms, fundraiser items, and for NSF checks, etc.)

Date_____ CHECK ONE – 1st semester ____ 2nd semester_____

_____	_____	_____	_____
Student ID #	Last Name	First Name	Grade

Dear Student;
Please be aware that failure to return the item or pay the fee listed below will result in you having a financial obligation to Laurel High School and the Prince George's County Public School System. Until the obligation is cleared, the following actions will be taken.

1. Report card and schedules may be held.
2. Withdrawal or transfer students will not be issued current grades. Records will be transferred as requested with a notation showing the reason for not including grades.
3. Seniors will not participate in graduation rehearsal, the graduation ceremony, or receive their diploma until the debt is cleared.

NOTE – If you return an item to a teacher after your original form has been submitted as a hold, you will not be considered cleared until you have given this form to the designated office personnel for data entry.

YOUR OBLIGATION IS AS FOLLOWS

_____	_____	_____	_____
ITEM (Textbook title, group FR, team uniform, etc.)	TEXT #	TEACHER	COST

DEPARTMENT_____ STUDENT SIGNATURE_____

Teachers - Please alphabetize your hold forms and verify the student number is included. If the textbook has not been returned to you, these forms should be turned in, following each exam period, to the designated data entry person. Thank you.

COMPLETE THIS SECTION WHEN ITEM IS RETURNED, OR PAID FOR, AND SEND STUDENT WITH THIS INFORMATION TO DESIGNATED PERSON TO BE CLEARED.

PAYMENT MADE TO:

TEACHER_____ **OFFICE PERSONNEL _____**

DATE _____ **AMOUNT PAID _____**

ITEM RETURNED TO:

TEACHER _____ **OFFICE PERSONNEL _____**

DATE _____