ILTSS Logo**JUSTIFICATION FOR LATE**

**TEXTBOOK ORDER**

Please complete this form in Microsoft Word for textbook orders submitted after the Textbook Ordering Roadshow. The signatures of the school administrator and Local District Lead Director must be obtained prior to submitting the order. This justification must be submitted to Integrated Library and Textbook Support Services along with the Instructional Materials Request form.

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| **School Cost Center** |  | |
| **School Name** |  | |
| **Local District (LD)** |  | |
| **Book Title** |  | |
| **ISBN** |  | |
| **Reason for late order** | Additional students enrolled: **Please indicate current enrollment for this grade/course.**  Textbooks lost from inventory due to fire, flood, or vermin infestation: **Please indicate when the loss was discovered and when the problem was rectified.**  Other: **Please provide a detailed explanation including dates.** | |
| **School Administrator’s**  **Name and Title** |  | |
| **School Administrator’s**  **Signature** |  | **Date:** |
| **LD Lead Director’s Name** |  | |
| **LD Lead Director’s Signature** |  | **Date:** |