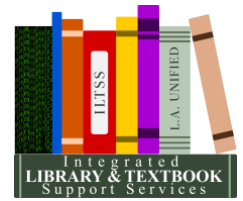




# JUSTIFICATION FOR LATE TEXTBOOK ORDER



Please complete this form for textbook orders submitted *after* your annual Textbook Ordering appointment. The **signatures** of the school administrator and Local District Lead Director **must be obtained** prior to submitting the order. Attach this completed form to the Online Service Request Ticket.

School Cost Center:

Local District:

School Name:

Subject/Course:

Grade:

Book Title:

ISBN (optional):

Quantity:

## REASON FOR LATE ORDER:

*Please provide an explanation for the enrollment change.*

Student enrollment change:

*Please indicate when the loss was discovered and when the problem was rectified.*

Textbooks lost from  
inventory due to fire, flood,  
or vermin infestation:

*Please provide a detailed explanation including dates.*

Other:

School Administrator's  
Name and Title:

School Administrator's  
Signature:

Date:

Local District  
Director's Name:

Local District  
Director's Signature:

Date:

Online Service Request @ <https://rebrand.ly/iltss-remedyticket> or scan the QR Code

*For ILTSS use only:*

**Ticket #:**

