

**CCP Textbook Request  
Madeira High School**

Student Name \_\_\_\_\_

Student Email \_\_\_\_\_

As part of the College Credit Plus procedure, Madeira City Schools is responsible for providing course-required textbooks for our students in CCP courses. These textbooks are for the use of our students during the college course and will then be returned to Madeira City Schools upon conclusion of the course.

In order to facilitate the purchase of the required textbooks, the following information must be provided to the Counseling Office. A separate form must be completed for each requested textbook.

College/University (include branch information) \_\_\_\_\_

Course Title \_\_\_\_\_ Course Number \_\_\_\_\_

Complete Title of Textbook \_\_\_\_\_

Author(s) \_\_\_\_\_ Publisher \_\_\_\_\_

Edition \_\_\_\_\_ ISBN# \_\_\_\_\_

Term of CCP course (circle one) Fall Spring Summer School Year \_\_\_\_\_

Price of textbook \_\_\_\_\_ This course will be delivered  online  on campus.

After this request is received in the Counseling Office, please allow 3-5 school days for processing. Students may not receive their textbooks from the college bookstore until a purchase order has been delivered to the student. *If the textbook is purchased prior to the issue of the purchase order, the student/family will be responsible for the costs of the textbook.*

After the textbook is acquired, the receipt must be delivered to the Counseling Office within two school days.

I have read and understand the textbook purchase procedure.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

*Office Use Only*

-CCP Textbook Request form received by \_\_\_\_\_ on \_\_\_\_\_

-Form received by Asst. Superintendent on \_\_\_\_\_

-Requisition submitted on \_\_\_\_\_

-Purchase Order delivered to student on \_\_\_\_\_

-Receipt for textbook received by \_\_\_\_\_ on \_\_\_\_\_

-Textbook returned to \_\_\_\_\_ on \_\_\_\_\_ after course completion.