



## **Non-Public School Textbook Program Textbook Ordering Instructions**

Portsmouth residents who have children in grades K-12 attending non-public schools may request textbooks to loan through the Portsmouth School Department in mathematics, science, foreign language, history and language arts. To make this request, please follow the steps below to ensure you obtain the textbooks your student(s) need in a timely manner. Please note - All textbooks currently on loan for the 2020-2021 school year must be returned before requests for additional texts can be placed for the 2021-2022 school year. Damaged or lost textbooks must be paid for prior to ordering new textbooks.

*Please note, the deadline for ordering textbooks is July 12, 2021. Requests received after the deadline will not be filled (there will be no exceptions). Any textbooks which are purchased by residents on their own will not be reimbursed. Please plan accordingly.*

### **ORDERING TEXTBOOKS**

#### **Step 1 – Verify the textbook(s) you are requesting are approved**

Visit the [Rhode Island Department of Education website](#) and enter in the information for each textbook. **Only textbooks that are approved by the Rhode Island Department of Education qualify for this program.**

#### **Step 2 – Submit your textbook(s) request**

Click [here](#) (**link will be deactivated after July 12**) to enter in your textbook requests. The textbook title, author, publisher, copyright date, and ISBN number **MUST** be entered for each textbook.

#### **Step 3 – Provide proof of residency**

Two proofs of residency must be presented to the Administration Building (29 Middle Rd) before your requested textbooks are ordered. One form from **each** list below specifying the parent/guardian's residency/address is required:

##### **LIST A**

Portsmouth Property Tax Bill  
Government Housing Letter  
Copy of Lease/Rental Agreement  
Notarized Letter attached to Property Tax Bill  
from Portsmouth Resident verifying residency of occupant

##### **LIST B**

Current Utility Bill (Home Telephone, Oil, Cable, Water, Electric  
or Gas)  
**\*Cell phone bill is NOT Acceptable**

#### **Step 4 – Pick up your textbook(s)**

Textbooks may be picked up during the month of August from the Administration Building (29 Middle Rd) between 8am- 4pm. Any questions regarding the Non-Public Textbook Program should be directed to the Central Office Receptionist, at 401-683-1039 ext. 0