

CCP Materials Acknowledgement Form & Check List



- Student must go to the Counseling Office to obtain their proof of enrollment.
- They will then go to TRHS Library with proof of enrollment and CCP schedule and meet with a librarian.
 - A librarian can assist in finding materials and checking them out to the student if materials are available in the Library. If materials are not available, a librarian will sign, stamp and date the student's proof of enrollment.
- If TRHS Library does not have the required materials, the student must then go to the university bookstore with the signed and stamped proof of enrollment in order to obtain their materials. **Per the Ohio Department of Education, Kent City Schools must pay for required texts and supplies but cannot pay for recommended materials.**
 - At checkout, the student provides this required documentation to confirm their status as a TRHS student.
 - If the university bookstore does not have the required materials, please contact the library staff and they will find another vendor to provide the materials.
 - Personal funds can **NOT** be used to purchase materials.
 - Student must submit their receipt from the university bookstore to an TRHS librarian.
- If a student drops their course, the materials **must be returned during the first week of classes** with a receipt so that Kent City Schools can be refunded for charged materials.
 - **If this deadline is not met, you are required to pay for these materials out-of-pocket.**
- Students must **return CCP materials to the TRHS Media Center.**
- Return materials **ONLY** in person to Mrs. Flaherty or Media Center Staff so that they can be removed from student account.
- Do NOT return materials to Library book drop. Items that are from the university bookstore are not barcoded and therefore cannot be removed from the account if the student is not present to return them.

Please note:

If the course materials are not returned by the specified deadline, you will be invoiced for the full cost of the materials and assessed a \$25.00 late fee (per Board policy). If the materials are returned after the deadline, the full cost of materials will be removed but the fine of \$25.00 will still be charged.

- **Summer 2023 Semester Deadline: Wednesday, September 6th, 2023**
- **Fall 2023 Semester Deadline: Wednesday, December 13th, 2023**
- **Spring 2024 Semester Deadline: May 10th, 2024**

If course materials are not returned, you will be charged for the full cost of the materials.

Please find attached a form confirming that you have received the above information. If you have any questions regarding the updated procedures, please contact your Jen Flaherty at jflaherty@kentschools.net