# Textbook Accountability Form

**Teacher Procedures**

#1 Use this form to distribute textbooks. Use when needed throughout the school year.

#2. Conduct an inventory check in January.

#3 Conduct an inventory check in May.

#4 When books are lost or damaged, issue a Lost and Damaged Textbooks Form to the student and indicate the status on the Textbook Accountability Form.

#5 Use this form to complete the End of the Year Textbook Inventory Report.

**Teacher's Name** **School Year** **Department**

**Six Digit Book #** **Book Title**

| Student Last, First | ID# | Book # Assigned | Condition A B C | Date Assigned | Mid-year Inventory Check | Year End Inventory Check | Date Returned | Damaged Paid | Lost Not Paid | Lost Paid |
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| **Totals** | | | | | | | | | | |

# Textbook Accountability Form

| Student Last, First | ID# | Book # Assigned | Date Assigned | Mid-year Inventory Check | Year End Inventory Check | Date Returned | Damaged Paid | Lost Not Paid | Lost Paid |
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