

# SUMMER LIBRARY CLEARANCE FORM

Date: \_\_\_\_\_

School: \_\_\_\_\_

Office Clerk: \_\_\_\_\_

- Give Parents receipts for all cash and checks received
- Deposit cash and/or checks to the site revolving fund

(Media Specialist will give office staff a box to collect all library books returned to the office during the summer)

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## THE FOLLOWING INFORMATION IS REQUIRED TO CLEAR STUDENT

(Title of book and barcode can be obtained from either overdue letters or lists given to office staff by Media Specialist)

Student Name: \_\_\_\_\_ Student # \_\_\_\_\_

Title of Book: \_\_\_\_\_

Last 4 digits of barcode: \_\_\_\_\_

Comments:

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