



## Parent/Legal Guardian Prior Notification for Student Checkout of Library Materials to be Used for Instructional Purposes

When library materials are intended to be used for instructional purposes, parents/legal guardians may determine whether they are appropriate for their children. Library materials are considered instructional materials when used (i) for completion of an assignment, or (ii) as part of an academic or extracurricular educational program.

Please complete this form in its entirety and submit it to the school's library media specialist to request that your child be restricted from checking out library material(s) for instructional purposes without prior parental/legal guardian permission. This restriction will be in effect, even if your student transfers schools, until you provide written notice to a VBCPS school library requesting the restriction be removed.

Requested by: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

Please email me for prior permission when my child attempts to check out library materials that are intended to be used for instructional purposes. I understand that I may ask to review the materials, and that my child will not be permitted to check them out until I send a reply email indicating permission.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

TO BE COMPLETED BY VBCPS STAFF	
Received by:	Date:
Note added to Destiny account by:	Date: