



**Joseph Stockton Elementary**  
4420 North Beacon Street, Chicago Illinois 60640  
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Jill Besenjak, Principal

Patricia Whitehouse, Assistant Principal

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*Lost Textbook Parent Letter*

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

Dear Parent/Guardian,

Your child \_\_\_\_\_ needs to resolve the issue that is checked with the following textbook:

\_\_\_\_\_.

\_\_\_ The book is missing. Please help your child locate the book so he/she can return it to school. If it cannot be found, please reimburse Stockton School for the cost of the book, which is

\_\_\_\_\_.

\_\_\_ The book has been damaged. Please reimburse Stockton school for the cost of the damaged book, which is \_\_\_\_\_.

Check one of the options below and return the bottom portion of this letter, indicating that you have received this notice.

Sincerely,

Stockton School

\_\_\_\_\_

I am aware that my child has lost/misplaced a textbook from the Stockton School Library and that reimbursement is being requested.

- Payment is enclosed.
- Payment will be sent at a later date.
- I would like to discuss payment options with you.

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Parent Signature

Date