



Nordonia Hills City School District
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Dear College Credit Plus Students,

As we reach the end of the semester, it is important to understand the procedure for returning your textbooks. Your textbooks are the property of Nordonia Hills City School District and therefore must be returned to the district promptly after you complete your College Credit Plus courses. All students will be required to return these by **the last day of class**. **If you fail to return your borrowed textbook(s), the cost of the book(s) will be added to your fees for the year.** Below is the procedure for returning your textbook.

1. Check to make sure the book(s) is clear of any paper or notes.
2. Remove any covers you have placed on the book(s) for protective purposes.
3. If there were multimedia that came with the textbook(s), it must be returned as well.
4. Return the textbook(s) to the High School Support Services Office by **the last day of class**.
5. Receive a return receipt showing the date you returned your book(s) for your own records.

It is important that you follow these procedures to ensure that your textbook(s) are properly returned and to avoid fees for missing textbook(s).

*If there is a circumstance that prevents you from being able to turn your book(s) in by the deadline, you must contact **Karen Ebert** in the High School Support Services Office or at 330.468.4603 **BY THE LAST DAY CLASS**.

If you have questions regarding these procedures, please contact your school counselor promptly. The deadline for returning books is important to meet due to deadlines our district must follow for assessing fees. **No books will be accepted at the high school after **the last day of class**.**

Thank you for your cooperation with this process, and we wish you the best next year!