



Dear Parent:

The California Governing Board recognizes that instructional materials are an expensive resource and that each student is entitled to sufficient instructional materials in accordance with law. Instructional materials provided for use by students remain the property of the district. Students are responsible for returning borrowed materials in good condition, with no more wear and tear than usually results from normal use.

If your child has lost or damaged a book, it is the expectation of the California School Board, the Education Code and the administrative regulations for Irvine Unified School District that funds be collected at the school site and deposited with IUSD Instructional Materials account so another book can be purchased. Textbooks purchased by the student or parents will not be accepted as a replacement in lieu of funds. Once the school is notified that your child has lost a textbook, another textbook will be provided to your child.

The school district shall notify the parent/guardian in writing that IUSD will withhold grades, diploma or transcript until the replacement costs are resolved. When a student who owes for a textbook transfers to another school or district, this information shall be sent to the new school along with the student's records and with a request that these items continue to be withheld until the new district/school receives notification that the debt has been cleared.

If the student and parent/guardian are unable to pay for the damages or return the property, the principal or designee shall provide a program of voluntary work for the student to do. When this voluntary work is completed, the student's grades, diploma or transcripts shall be released. ([California Education Code 48904](#))

Lost Item:

Cost:

Please make checks payable to IUSD.

Sincerely,

Mrs. Dhume  
Media Tech I- Library  
Deerfield Elementary School  
2, Deerfield Ave, Irvine, CA - 92604

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***IUSD . . . providing the highest quality educational experience we can envision.***