

**W.D. Hartley Elementary School  
Media Center Permission Slip**



Student's Name (please print): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Your Child's Teacher: \_\_\_\_\_

The Media Center is an important part of your child's education and we need his/her cooperation in order to properly maintain our school's Media Center. As part of the reading, research, and library program, each child will be checking out books on a weekly basis. Additionally, students will receive computer instruction using a variety of educational software and search engines using the internet. The student who checks out a book is responsible for keeping it in good condition and returning it to the Media Center when it is due. If materials are lost or damaged, the student shall be responsible for the cost of replacing the materials.

Please indicate that you understand our Media Center procedures by signing and returning this letter. We appreciate your assistance in helping your student develop a strong sense of responsibility and look forward to a wonderful year.

Thank you,  
Michelle Sloat, Media Specialist

Parent or Guardian's Name (please print) : \_\_\_\_\_

Signature: \_\_\_\_\_