



NON-PUBLIC SCHOOL TEXTBOOK PROGRAM TEXTBOOK ORDERING INSTRUCTIONS

Portsmouth residents who have children in grades K-12 attending non-public schools may request textbooks to loan through the Portsmouth School Department in mathematics, science, foreign language, history and language arts. To make this request, please follow the steps below to ensure you obtain the textbooks your student(s) need in a timely manner. Please note - All textbooks currently on loan for the 2022-2023 school year must be returned before requests for additional texts can be placed for the 2023-2024 school year. Damaged or lost textbooks must be paid for prior to ordering new textbooks.

The deadline for ordering textbooks is July 7, 2023. Requests received after the deadline will not be fulfilled.

Ordering Textbooks

Step 1 – Verify the textbook(s) you are requesting are approved

Visit <http://www.eride.ri.gov/eride2K5/TextbookInventory/default.aspx> and enter in the information for each textbook. Only textbooks that are approved by the Rhode Island Department of Education qualify for this program.

Step 2 – Submit your textbook(s) request

Visit the Portsmouth School Department website <http://www.portsmouthschoolsri.org>. You will find the link to order your textbooks by clicking on “For Parents” and then “Non Public Textbooks.” The textbook title, author, publisher, copyright date, and ISBN number MUST be entered for each textbook.

Step 3 – Provide proof of residency

Two proofs of residency must be presented to the Administration Building (29 Middle Rd) before your requested textbooks are ordered. The following documents will be accepted as proofs of residency:

- Portsmouth Property Tax Bill or
- Government Housing Letter or
- Copy of Lease/copy of Rental Agreement verified by Town Hall or
- Notarized Letter with Property Tax Bill from Portsmouth resident verifying residency of occupant **AND**
- Current Utility Bill (Phone, Electric, Gas or Cable/Internet)

Step 4 – Pick up your textbook(s)

Textbooks may be picked up from the Administration Building (29 Middle Rd) Monday, August 14th – Thursday, August 17th from 8am-4pm.

Questions regarding the Non-Public School Textbook Program should be directed to Tracy Lima, at 401-683-1039, ext. 0 or via email at limat@portsmouthschoolsri.org.