

Book List Instructions

1. Fill in your child's name on the top of your book list.
2. Put an "X" next to the payment option you will be using.
3. For each book that does not have a pre-printed "X" in front of it, place an "X" in the box that applies to your order. Placing an "X" in the first box indicates you are purchasing the book new from LBA. Placing an "X" in the second box indicates that you will be purchasing used books from another source.
4. **The books with an "X" pre-printed in the "purchasing from LBA" column must be purchased NEW from LBA.** This is required since students are required to write answers in these books. If you desire to use a book that has a pre-printed "X", it **MUST** be brought to the school office to be approved for use in the classroom.
5. **The books without a pre-printed "X" are REQUIRED books, but they can be purchased used from another source other than LBA.**
6. **Lighthouse Baptist Academy will NOT be selling any used books.** If you are looking for used books, feel free to check out the Lighthouse Baptist Church Winchester Facebook page, then click "groups," then click the "used uniforms & books group".
7. _____ (initial) I understand that I must choose/mark a payment option found on the back of this form. I agree to pay the total cost of the books according to the payment option chosen.
8. _____ (initial) I understand that any used books purchased **MUST** be brought to the book sale on Tuesday, August 1st. At the book sale a staff worker will confirm that the code on the back of the book is correct. This will help ensure that each student has the correct editions once school begins.
9. _____ (initial) I understand that all book forms are due in the school office by Monday, June 12th. I know LBA will be ordering books based on these order forms, so these are my **FINAL** selections for the 2023-2024 school year.
10. _____ (initial) I understand that I will receive a **10% book discount** if I have submitted this form to the office before the initial book order is placed on Wednesday, June 14th. Any forms received after the initial book order is submitted will be charged the full book price listed on the book list.
11. _____ (initial) **I understand that I may NOT pay for books and additional fees before Tuesday, August 1st.** This includes book fees, comprehensive fee, and any other class fees (art/music/science). This will allow our financial secretary time to close down the current year financially before entering payments for the new school year. We thank you for your understanding with this request.
12. _____ (initial) I understand that I must confirm that we have received all the books ordered before leaving the book sale. All books will be sealed in a box with your child's name and then taken to your child's classroom.

Please sign below indicating that you have read and understand the instruction given above. You also acknowledge that by not following these instructions your student may not have the proper books as the school year begins, you may lose your 10% discount, or you may encounter an additional cost when school begins due to incorrect or missing books.

Parent's Signature: _____ Date _____