TEXTBOOK TRANSFERS BETWEEN SCHOOLS

South Carolina Department of Education
State Textbook Office
301 Greystone Blvd. Suite 150
Columbia, South Carolina 29210
(888) 202-3953; Fax (888) 206-8330

- **Schools must agree to transfer and receive instructional materials prior to submitting transfer forms.**
- **Sending school prepares and forwards triplicate transfer forms to receiving school. Out of adoption materials are not authorized.**
- **Receiving school reviews transferred materials and submits completed transfer forms to SDE.**

SENDING SCHOOL	REQUESTING SCHOOL
School:	**School:**
BEDS School Number : **Phone:**	**BEDS School Number:** **Phone:**
Principal's Signature:	**Principal's Signature:**
Date:	**Date:**

Code Number	Quantity	Grade	Title	Contract Price

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CONTINUATION SHEET

TRANSFERRED FROM	TRANSFERRED TO
School:	**School:**
BEDS School Number:	**BEDS School Number:**

Code	Quantity	Grade	Title	Contract Price