

## Helen Hall Library Card Application Coversheet for CCISD

To ensure accuracy and consistency across all CCISD schools taking the opportunity to participate in the program that Helen Hall Library offers for CCISD librarians to turn in library card applications on behalf of students, please complete the following checklist and turn in with each set of applications delivered to Helen Hall Library Staff at the front desk.

Please verify that **parent** contact information is correct in CCISD Skyward:

- Address
- Telephone number
- Texas Drivers License number (if applicable)

Submission of this cover sheet is verification that all the information on the attached applications has been verified in Skyward and is correct.

### Your Contact Information

School: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

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

<b>For Library Use Only</b>	Date received:
Received by:	Date applications processed:
Processed by:	Date school contact notified:

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