

2013/2014 TEXTBOOK RENTAL INSTRUCTION SHEET

*****BILLING PROCEDURES FOR 2013/14 ***** - Payment for your book rental is due in full on or before December 1st, 2013. All unpaid fees will be turned over to Statewide Credit Association after the date listed above.

PUBLIC ASSISTANCE –Your approval will cover both your meals AND textbook rental. Your approval letter is your only form of confirmation for assistance, therefore, please retain for your records. If you applied and have not received a letter of approval/denial, you need to contact **Warren Township Food Service 869-4381 or 869-4389**. YOUR INFORMATION IS CONFIDENTIAL AND MUST BE HANDLED BY THE FOOD SERVICES DEPARTMENT. If you were approved for meal/textbook rental assistance, mail in your invoice along with a **COPY** of your approval letter so we may credit your account to the Education and Community Center-975 N. Post Road. Indianapolis, IN 46219. Attn: Food Service Department.

WHAT IS ON MY STATEMENT – Your statement contains only textbook rental fees for the 2013/2014 school year. All prior debt has been turned over to outside agencies; please continue to make your payments directly to Statewide Credit or the Marion County Prosecutor.

ADDRESS OR PARENT NAME/CUSTODY CHANGES – Custody information, student/parent name changes and address changes CANNOT be made through the textbook rental department or the food service department. PLEASE CONTACT THE REGISTRAR AT YOUR CHILD’S SCHOOL.

HOW DO I PAY? – You may pay by check/ money order (**made payable to MSD Warren**). Cash payments may be made at the school office/bookstore or the Educational Services Center located at 975 North Post Road, Indianapolis, Indiana, 46219, office hours are 7:30AM – 4:30PM, M-F. Credit card payments are also available from the food service parent portal at <https://foodservice.warren.k12.in.us>.

PAY ONLINE – Parents have the option to pay textbook fees online. To access your foodservice and textbook parent portal, please visit <https://foodservice.warren.k12.in.us>. If you do not have a user ID and password, please contact 317-869-4381 or 317-869-4389. This portal is not the same parent portal to view grades.

CONSUMABLE/NON-CONSUMABLE FEES - Student(s) fees for grades K-8 are broken down in two categories; *CONSUMABLES* – which may include workbooks, classroom handouts, newspapers/newsletters, a technology fee to cover internet & printer usage and activity fee which covers postage and mailings to your home throughout the year. *NON-CONSUMABLES* – may include various textbooks, science kits and classroom music supplies.

TECHNOLOGY, ACTIVITY FEES AND A/P COURSES: High school course fees are listed individually for both semesters, as well as their technology (\$5.00) and activity (\$3.00) fees. High school A/P courses may also include a test fee (\$73.00-\$98.00) which will be included in your student’s semester two course detail on your statement.

I HAVE QUESTIONS - If you have questions please call **317-869-4389**. Calls will be returned in the order they are received or a corrected statement will be mailed out. You may also email Mason Gallmeyer at mgallmey@warren.k12.in.us.

Frequently Asked Questions-If you have questions, you may also visit our textbook rental website at <http://www.warren.k12.in.us/textbook-rental> and click on “FAQ” link.