



# LCS Media Center and Classroom Library Access Form

**IF YOU WOULD LIKE YOUR CHILD TO HAVE FULL & OPEN ACCESS TO ALL MEDIA CENTER AND CLASSROOM LIBRARIES, NO FURTHER ACTION IS NEEDED.**

**This form is only necessary if you plan on limiting your student's access.**

Leon County Schools has implemented a process that allows parents to choose their student's level of access to school media center and classroom library collections. Please fill this form out completely and return it to your school principal. The form will be then be routed to LCS Media Services.

Once LCS Media Services has received your form, a pop-up note will appear on your student's Destiny account in the media center within 72 hours. An acknowledgement that this has been done will be sent to the school principal, assistant principal, and media specialist. School administrators are responsible for making sure your student's teachers aware of your request.

**If you have multiples students in LCS schools, please submit separate request for each student.**

1. Where does your student attend school? \_\_\_\_\_
2. Student's full name: \_\_\_\_\_
3. Student's ID number: \_\_\_\_\_
4. Student's Grade: \_\_\_\_\_

**Parent Permission:** Each time your student would like to check out books from the media center or classroom library, the chosen book(s) will be set aside for 48 hours for you to approve.

6. Parent Name: \_\_\_\_\_
7. Parent Contact Number (including Area Code): (    ) \_\_\_\_\_
8. Parent email address: \_\_\_\_\_

**Please return this form to your school principal.**