



**REQUEST FOR PERMISSION TO USE A TEXTBOOK
NOT LISTED BY THE MINISTRY OF EDUCATION**

SCHOOL: _____

PRINCIPAL: _____

DATE OF INTRODUCTION: _____

COURSE TITLE: _____

COMMON COURSE CODE NUMBER: _____

MINISTRY GUIDELINE: _____

TITLE OF BOOK: _____

AUTHOR'S NAME: _____
Surname Initials

PUBLISHER: _____

COUNTRY OF PUBLICATION: _____ **DATE OF PUBLICATION:** _____

COST: _____

**THE FOLLOWING ITEMS MUST BE INCLUDED.
PLEASE CHECK EACH BOX.**

- A copy of the book.**
- A brief precis of the book indicating its relationship to the course.**
- A statement giving the reasons why this book is preferred to those listed by the Ministry of Education and Training.**
- Recommendation and comments of Principal.**

Signature of Area Superintendent: _____