

## NON-PUBLIC SCHOOL TEXTBOOK PROGRAM TEXTBOOK ORDERING INSTRUCTIONS

Portsmouth residents who have children in grades K-12 attending non-public schools may request textbooks to loan through the Portsmouth School Department in mathematics, science, foreign language, history and language arts. To make this request, please follow the steps below to ensure you obtain the textbooks your student(s) need in a timely manner. Please note - All textbooks currently on loan for the 2025-2026 school year must be returned before requests for additional texts can be placed for the 2026-2027 school year. Damaged or lost textbooks must be paid for prior to ordering new textbooks.

**The deadline for ordering textbooks is July 10, 2026.** Requests received after the deadline will not be fulfilled.

### Ordering Textbooks

#### **Step 1 – Verify the textbook(s) you are requesting are approved**

Visit <http://www.eride.ri.gov/eride2K5/TextbookInventory/default.aspx> and enter in the information for each textbook. Only textbooks that are approved by the Rhode Island Department of Education qualify for this program.

#### **Step 2 – Submit your textbook(s) request**

Visit the Portsmouth School Department website <http://www.portsmouthschoolsri.org>. You will find the link to order your textbooks by clicking on “For Parents” and then “Non Public Textbooks.” The textbook title, author, publisher, copyright date, and ISBN number MUST be entered for each textbook.

#### **Step 3 – Provide proof of residency**

Two proofs of residency must be presented to the Administration Building (29 Middle Rd) before your requested textbooks are ordered. The following documents will be accepted as proofs of residency:

- Portsmouth Property Tax Bill or
- Government Housing Letter or
- Copy of Lease/copy of Rental Agreement verified by Town Hall or
- Notarized Letter with Property Tax Bill from Portsmouth resident verifying residency of occupant **AND**
- Current Utility Bill (Phone, Electric, Gas or Cable/Internet)

#### **Step 4 – Pick up your textbook(s)**

Textbooks may be picked up from the Administration Building (29 Middle Rd) in August. You will receive an email when the books are ready for pickup.

Questions regarding the Non-Public School Textbook Program should be directed to Daniela Abuisi, at 401-683-1039, ext. 0 or via email at [abuisid@portsmouthschoolsri.org](mailto:abuisid@portsmouthschoolsri.org).