

INSTRUCTIONS FOR PREPARING FORM SF-200  
REQUEST FOR TEXTBOOKS MATERIALS, AND EQUIPMENT  
AND FOR PROVIDING SERVICES

**PURPOSE:** Form SF-200 is provided for the eligible nonpublic schools to request the loan of textbooks materials and equipment to nonpublic pupils or their parents, and to provide services to eligible nonpublic school pupils.

**PREPARATION:** Form SF-200 shall be initiated and prepared by each eligible nonpublic school to request the loan of textbooks materials and equipment and to provide services to nonpublic pupils.

**GENERAL INSTRUCTIONS:**

1. Form SF-200 shall be signed by the nonpublic school administrator.
2. Three (3) copies shall be forwarded to the public school district administrator in which the nonpublic school is located.
3. The public school district administrator shall sign and return one (1) approved copy to the nonpublic school administrator.

**Form:** Complete all header information on each SF-200 submitted to the public school district.  
**SECTION A - TO BE COMPLETED BY NONPUBLIC SCHOOL ADMINISTRATOR**

1. Insert a brief statement that describes type and/or quantity of textbooks and services.
2. When personnel is requested for a service, indicate:
  - a. Type of staff person being requested the job description
  - b. Certificated or non-Certificated.
  - c. Percent of time requesting the personnel to be employed based on a full school year.
  - d. Number of personnel requested.
3. When materials and equipment are requested to provide a service, give a complete description of items requested as to insure correct purchasing by the public school district.

Materials and equipment can be provided only for non-sectarian programs and/or classroom use. Any materials and equipment purchased for use in the textbook and/or service program must remain at the site where the service is provided.

When a difference of opinion arises between public and nonpublic school administrators concerning Items a, b, and C above, the nonpublic administrator and/or public school administrator shall contact the Area Coordinator's Office for consultative service.