



Request to Opt-Out of Library Books

Little Miami building Media Centers are open to all students within the building. As a parent/guardian, if there are Library books you prefer your child not check out – you may complete the Library Book Opt-Out Form and submit it to your student’s Media Center Specialist or Principal.

Upon submission of the Opt-Out Form, please have a conversation with your child to ensure they are aware the form was submitted. Once the form is received, your student’s Media Center account will be updated to indicate your request.

A catalog of each building’s Library books can be found on the building website under the Media Center link at the left of the window.

This form remains in effect until submitted again and student record updated.

Date form received by LM

Library Book Opt-Out Form

Parent/Guardian Name: _____ Parent/Guardian Phone: _____

Parent/Guardian Email: _____

Street Address: _____

Student’s Name: _____

Student’s Building _____ HR Teacher: _____

Details of Opt-Out Request

You must be the parent or legal guardian of the student for which you are making this request.

Please list all titles and/or authors that your child may not check out from the Media Center (please use separate sheet if need more space).

	Title	Author
1.	_____	_____
2.	_____	_____
3.	_____	_____

Parent/Guardian Signature

Date