



# CONCORDIA

---

## LUTHERAN HIGH SCHOOL

Dear CLHS Students and Parents/Guardians,

May 6, 2019

It is amazing to think that we are almost to the end of another school year. Please take a few minutes to review the logistical information in this letter. Feel free to contact me at the school if you have questions.

All textbooks are to be returned by the end of finals. Students are encouraged to turn books in when they take the final exam unless the teacher states it is acceptable to turn them in early. The two primary textbook return locations are classrooms (the final exam proctor will specify the location) and the white table(s) set up outside of the bookroom near the elevator. All textbooks not turned in to a designated return area by 12:30 PM on Wednesday, May 22, 2019 will be considered "lost." Lost books will be charged to the student's account as follows:

- *Advanced Placement and College Credit Courses* : \$100 per book
- *All Others* : \$80 per book

Textbooks left in lockers are NOT considered returned. All books left in lockers or returned late will be assessed a \$25 late fee per book. The last day to turn in a book is June 6, 2019. After June 6<sup>th</sup>, all undisputed fines and lost book fees are considered FINAL as we need to begin ordering books for the 2019-2020 school year.

**NOTE:** Students should be aware that they must turn in the book that was issued to them from CLHS in order to receive credit for returning the book. All books are marked with a bar code and are checked out to specific students. Turning in a textbook issued to another student, regardless of circumstances, does not count as turning in your book.

*Remember:* Report cards, transcripts, and official school records will not be released until account balances, including fines/fees, are paid in full.

Thank you for your support as we work together to catalogue and analyze the textbooks used throughout the year. May our all-powerful Savior richly bless you throughout this busy month of May. God's peace!

In Christ,

Mr. Matthew Schleicher (Assistant Principal)  
School Phone: (281) – 351 – 2547 EXT. 208  
[schleicherm@clhs-tx.org](mailto:schleicherm@clhs-tx.org)