

Instructions for Textbook Buy-Back Days

1. Gather all the books you intend to return on Buy-Back days.
 - a. Do NOT include any workbooks
 - b. Keep your bible and other books you will need for next year. ([Check the booklist on our website](#) to see what you will need.)
2. Complete the Buy-Back Form.
 - a. Indicate if you want **credit** towards next year's books (which also gets you more money for your Buy-Back items) or a **check** mailed to your parents. Be sure to discuss this with your parents!
If you are a graduating senior, you have two choices:
 - i. Get a check mailed to your parents
 - ii. Credit the amount to a younger sibling. Just use your sibling's email in step C below.
 - b. Your name
 - c. Your PCHS email address (Do NOT use your gmail or any other email account)
 - d. Parent's name
 - e. Home Address
 - f. Parent Phone number (not YOUR number)
 - g. For each book,
 - i. List the title and ISBN number. The back of the form has help for locating the ISBN.
 - ii. Enter the price you paid for this book at the start of this school year. If you purchased it from PCHS, that amount is written in the inside front cover.
 - iii. **Do not** write anything in the last 2 columns.
3. Bring your form and all your books to the small gym on Buy-Back days. (You can also have a parent return the items while you are taking your final exams.)
 - Monday May 22 - 7:15 AM – 2:00 PM
 - Tuesday May 23 - 7:15 AM – 2:00 PM

A few important points to make Buy-Back quicker and easier for everyone:

- When you enter the line, we will check to see if you have your form filled out completely and correctly. If it is not, you will **not be allowed to enter the line**.
- If you need more forms, they will be available in the main office this week, and at the Buy-Back on Monday and Tuesday.
- [See our website](#) for all the details about buy-back and some preliminary information about buying books this summer for the 17-18 school year.