

**PLYMOUTH COMMUNITY SCHOOL CORPORATION****TEXTBOOK COLLECTION LETTER**  
**USED BY THE SCHOOLS**

Dear Parents:

Attached you will find a statement listing the amount of your child's book rental fees, etc. The total amount is due as soon as books are issued on \_\_\_\_\_.

You or your child may come into the front office any workday between 8:00 a.m. and 4:00 p.m. to pay or make arrangements for payment.

Also, attached you will find information regarding textbook assistance. Please look through this. If you feel you might qualify, fill out the necessary forms and contact the front office as soon as possible.

It is important that either the bill be paid or that at least some arrangements be made (installment plan, textbook assistance, etc.). Those people not making any arrangements with the school to take care of book rental after six weeks of school could, according to policy, face possible court action.

If you have any questions, please do not hesitate to call me at:

Sincerely,

Principal