

Dear Parent(s)/Guardian(s),

In preparation for the senior class to return their district device, please ensure that the following steps are taken so the device can be returned without issue. Diplomas will not be released for seniors who fail to return their district device.

1. Check your district device. Below is a copy of the checklist that the technology department uses when district devices are returned. This is to ensure that the device is in working condition and all its parts can be used again – all cables and adapters should also be returned. Please note that the checklist is to be filled out by technology staff only, and this is just for reference.

Senior Laptop Checklist

Student Name		Barcode

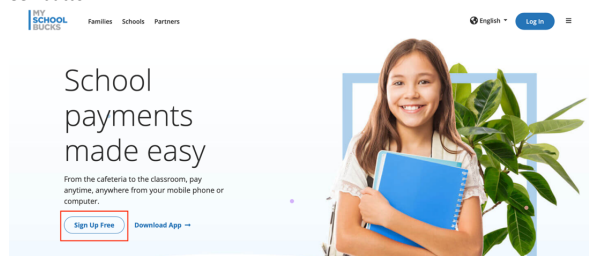
Items to Check	Yes	Issue Description if No
Computer Powers On	<input type="checkbox"/>	
Has Power Adapter and it works	<input type="checkbox"/>	
Has Charging Cable and it works	<input type="checkbox"/>	
Screen is working with no damage	<input type="checkbox"/>	
All keyboard keys function	<input type="checkbox"/>	
Speaker works	<input type="checkbox"/>	
Microphone works	<input type="checkbox"/>	
Camera works	<input type="checkbox"/>	
Is unit free of dents	<input type="checkbox"/>	
Is unit free of major scratches	<input type="checkbox"/>	
If Damaged, has insurance?	<input type="checkbox"/>	
Headphone Jack works	<input type="checkbox"/>	
If scratched or dented please mark	below	



2. Please make sure that you are returning your device, the original power adapter and original charging cable. We cannot accept third party chargers as they can damage the device.
3. If you believe there is damage to the machine, please make sure that insurance is purchased. All fines must be paid prior to receiving your diploma. If insurance was not purchased, please create an account and purchase insurance as outlined below.

Creating an Account for My School Bucks

1. To create a My School Bucks account, please go to: <https://www.myschoolbucks.com/> and click the "Sign Up Free" button.



2. On the next page, select New Jersey.

This is a screenshot of the "Sign Up" form. It features a search prompt "Search for your district by state or province" above a dropdown menu labeled "Select State/Province". At the bottom right of the form are two buttons: "Cancel" and "Create Account".

3. Selecting New Jersey will pull up the School District tab. Select Princeton Public Schools.

This screenshot shows the "Sign Up" form after "New Jersey" has been selected in the "Select State/Province" dropdown. A second dropdown menu, labeled "Select District", has appeared below it. The "Create Account" button remains visible at the bottom right.

4. If insurance was not purchased and the device shows evidence of damage, attached are the costs of repair for specific issues.

MacBook Repairs*			
<i>Part</i>	<i>If Damaged by User</i>	<i>If Lost/Stolen</i>	<i>Issue not caused by damage</i>
MacBook Air	\$879	\$879	No charge for three years from date of purchase
Display Replacement	\$307.12	N/A	No charge for three years from date of purchase
Topcase (Keyboard/Full Computer Shell)	\$219.12	N/A	No charge for three years from date of purchase
Power Adapter	\$37.80	\$44.10	N/A
Charge Cable	\$14.40	\$17.10	N/A
Track Pad	\$53.10	N/A	No charge for three years from date of purchase
Logic Board (Usually only fails due to liquid damage)	\$307.12	N/A	No charge for three years from date of purchase

Taking these steps to prepare your district device for return, will help make this process go quickly.

The Technology Office