

## High School Device Pick Up Process

Devices for **high school students** will be available for pick up next week, Tuesday, August 18 through Thursday, August 20th. **Freshmen will be receiving their devices at freshmen orientation on Wednesday, August 19th beginning at 6:30 p.m.** (more details on orientation to follow.) If a freshman does not attend the orientation, they can still pick up their device during the times listed below. Below is a list of days and times for grades 10-12.

### Important things to know before picking up devices:

- Each building will have their own process for device pick up.
- Device Insurance form and payment **MUST** be brought in at the time of pick up.
- **Payment/forms for siblings in other buildings will not be accepted.** You must pick up and pay insurance at each student's specific building. You cannot pick up/pay for siblings in different buildings at one building. Ex.: you have a student A at the elementary school and student B at the middle school. You will have to pay insurance and pick up device for student A at the elementary and go to the middle school to pay insurance and pick up device for student B.
- No payment or forms will be accepted before or after pick up and no device will be given without form and payment.
- Cost is still \$25/student with a \$75 cap/family. Unless you qualified for free/reduced lunch last year, or qualify this year then the cost is \$10/student with a \$30 cap/family.
- No other items or money are to be dropped off at this time (i.e. lunch, etc.).
- Only one person will be let in the building at a time

### Pick Up Times:

Tuesday, 8/18: 9:00 - 3:00

Wednesday, 8/19: 9:00 - 3:00

Thursday, 8/20: 9:00 - **7:00**

### Process: No appointment necessary

1. Ring doorbell. You will be asked if you have your form and payment. If you have these items, skip to #4.
2. If you do not have payment you will not receive your device and will need to come back during another time mentioned above.
3. If you do not have your form but have payment, there will be extra forms on the table between the front doors.
4. If you have both, you will drop off your form and payment at the desk outside the office. *Please clip payment to the form!*
5. Continue to cafeteria **and use hand sanitizer first**, then find the table for your grade level and devices will be in alphabetical order in bags containing the chromebook and charger together.

If you cannot make it between August 18 - 20th, please call the office at 517-867-5572 to make arrangements. It is important that you have your chromebook before the start of class, whether in person or virtual.