

Chromebook Return Procedure

Apr. 26, 2021

Dear parent/guardian,

As the school year begins to wind down, the time has come to begin collecting our technology inventory.

Chromebook return for all face-to-face students will take place Friday, April 30 - Friday, May 7, 2021.

The process for return is as follows:

- A Parent or guardian will need to return the Chromebook to the main office any day between **7:30AM and 3:45PM**. Devices should be fully charged upon return to the office.
- The devices will be quickly reviewed to ensure:
 - The device will turn on.
 - There are no damages.
 - The *correct* charging cord is included.

Failure to charge the device upon return will result in a slower check in process for parents/guardians, as they are required to remain on site as damage assessment occurs.

Upon conclusion of the assessment, you will be given a receipt confirming the return of the Chromebook and noting any damages found. Contact will be made at a later date if any charges are necessary due to damages listed on the receipt.

The school will be sending paper resources to families for remote Wednesday instruction beginning on May 5, 2021.

Please contact the school with any questions or concerns.

Sincerely,

Paula LaPlant

Principal

Archdale Elementary School