



Date

Dear [Employee's Name],

I have reached out to you several times via email and phone but have not received a response. This certified letter serves as a final notice regarding the District equipment issued to you during your employment at Shenendehowa CSD, specifically [list specific items, e.g., laptop, charger, and other accessories]. Our records show that these items have not been returned.

As outlined in BOE Policy 6197F - Agreement for Personnel Use Computer Info Resources, all assets are to be returned to Shenendehowa upon the conclusion of employment. Failure to do so violates District policy and may result in further action, including financial liability for the replacement costs of the equipment.

We require that you return all District property by [specific deadline, e.g., within 3 business days] to avoid escalation. The equipment can be returned to [address] or, if necessary, you may contact [contact person or department with contact details] to arrange a pickup.

We expect your cooperation in resolving this matter promptly. Thank you for your immediate attention.

Sincerely,
[Your Name]
[Your Position]
Shenendehowa Central School District
[Contact Information]

Personnel Letter - Return of District Equipment
Reviewed/Revised - 2/11/25

Shenendehowa District Office

(518) 881-0600
5 Chelsea Place
Clifton Park, NY 12065
www.shenet.org

Shenendehowa High School

(Grades 9-12)
970 Route 146
Clifton Park, Ny 12065

East Building

(Grades 10-12)
(518) 881-0310

West Building

(Grades 9)
(518) 881-0330

Shenendehowa Middle Schools

(Grades 6-8)
970 Rte. 146
Clifton Park, NY 12065

ACADIA (518) 881-0450

GOWANA (518) 881-0460

KODA (518) 881-0470

Shenendehowa Elementary Schools

(Grades K-5)

ARONGEN (518) 881-0510
489 Clifton Park Center Rd.
Clifton Park, Ny 12065

CHANGO (518) 881-0520
100 Chango Drive
Ballston Lake, NY 12019

KARIGON (518) 881-0530
970 Rte. 146
Clifton Park, NY 12065

OKTE (518) 881-0540
970 Rte. 146
Clifton Park, NY 12065

ORENDA (518) 881-0550
970 Rte. 146
Clifton Park, NY 12065

SHATEKON (518) 881-0580
35 Maxwell Drive
Clifton Park, NY 12065

SKANO (518) 881-0560
970 Rte. 146
Clifton Park, NY 12065

TESAGO (518) 881-0570
970 Rte. 146
Clifton Park, NY 12065