

Chromebook Drop Off

Dear 3rd -12th Grade Parents,

Below is information regarding the drop off procedures for school-issued chromebooks. All 3rd-12th grade chromebooks are expected to be returned during the date and times outlined below. Also, there will be no option to purchase any of these devices.

<u>Grade Levels</u>	<u>Date</u>	<u>Location</u>	<u>Time</u>
3rd-11th Grade	Thursday, June 4th	Middle School 1295 Vine Street Hammond, WI	Noon - 6:00 pm
3rd-11th Grade	Friday, June 5th	Middle School 1295 Vine Street Hammond, WI	Noon - 6:00 pm
3rd-11th Grade	Monday, June 8th	Middle School 1295 Vine Street Hammond, WI	Noon - 6:00 pm
3rd-11th Grade	Tuesday, June 9th	Middle School 1295 Vine Street Hammond, WI	Noon - 6:00 pm

Protocol:

- 1.) Student chromebooks will need to be dropped off at the Middle School during the dates/times listed above. The collection will take place in front of the Middle School on Vine Street within the parent loop ([Image of the route](#)).
- 2.) When you are dropping off material you will be given a 2-gallon storage bag to place each student's school-issued chromebook, charger, and case into. We ask that you also come prepared with a piece of paper that includes the following information to be placed within each student's storage bag ([Example](#)).
 - a.) Student's First and Last Name
 - b.) Graduation Year
 - c.) Any damage, or issues that the items may have
 - d.) Teacher's Name (3rd & 4th Grade Only)
- 3.) Once all material is in the provided 2-gallon storage bag with the slip of paper visible from the outside, a staff member will collect the bag at the drop off location.

Please note, if you are missing any of the school-issued items you will be charged for their replacement. Thank you for working with us on getting all of the chromebooks dropped off in an efficient and timely manner.

Thank you,
SCC IT Department