June 3, 2021

It is hard to believe that we are already at the end of the 2020-2021 school year! As we prepare for device collection and the end of the year, I wanted to send some reminders and additional information about the device return occurring on June 7-11. If you have children in various grade levels, all family devices can be turned in at the same time. Devices must be returned to the building where the child attends school.

**Collection Schedule**:

**Items to be brought for Device Collection Days**:

* School-issued Laptop or iPad
* School-issued charging cord
* School-issued mouse
* MIFI-Device, if issued by VDPS
* June 9
	+ 2nd Grade 9-11 AM
	+ 3rd Grade/CI Classes 12-2 PM
* June 10
	+ TK/K/Lower POHI 9-11 AM
	+ 1st Grade/ECSE 12-2 PM
* June 11
	+ 5th Grade/Upper POHI 9-11 AM (5th Grade Clap Out!)
	+ 4th Grade 12-2 PM

Device return will take place on the Mruk side of the building. It will be similar to device distribution in August as far as traffic flow and stations being set up to gather materials.

* Enter the Carlson Parking Lot from Palomino

|  |  |
| --- | --- |
| **Equipment** | **Damaged/Lost Equipment Cost** |
| Laptop LCD Display  | $80 |
| Laptop Keyboard/Palm Rest  | $17/$50 |
| Laptop (lost, stolen, total replacement  | $800 |
| AC Charger  | $50 |
| Mouse  | $4 |
| Power Jack  | $5 |
| MIFI Device | $45 |

* Report cards will be distributed when devices are returned – report cards will not be issued unless the devices are returned
* Laptops will be checked in while families round the parking lot
* Families will receive the device return receipt at the exit of the parking lot on to Mruk

Devices will be inspected during Device Collection and fees assessed at that time. The checklist that will be used is on the next page. The Technology Department will be doing a more thorough inspection of the laptops and additional charges will be issued if needed.

Please wipe down and inspect your devices before coming to the school and ensure you are prepared to make payment for damages. VDPS accepts cash or check for payment. Payment plans will also be created with a deposit, if needed. Outstanding fees will be collected over the summer at the VDPS Board Office. The fee schedule for common damages are to the right. Use this chart to plan for payment on devices the day you return the device.

Thank you for your cooperation as we gather these devices for use next school year with our kiddos! See you all on June 7-11!

Respectfully,

Ms. Iras

**Checklist that will be completed by staff upon device return**

