

Jr. Sr. High iPad Return Process

- iPad's may be turned in any day between May 21st-23rd when the device is no longer needed for classes. **Do not turn it in early**, if you need it for a class.
- Students are required to turn in their iPad's, complete case, both parts of the charger, and their Apple Pencil. We will also be collecting the students Apple Pencil boxes, but there is no penalty if they do not turn this in.

Student to do list prior to turning in your iPad:

1. **DO NOT RESET/ERASE YOUR IPAD**
2. Remove Passcode
3. Logout of iCloud
4. Label a baggie with your first and last name and place your charger in the bag.
 - a. If you do not turn a charger in still label a baggie and turn the empty baggie in.
5. Put a new sticker on your case if yours can not be read.
6. Fill out the iPad Return Slip and have Mrs. Hohlbauch sign off on it. You must go through the checkout line to complete the checkout process. Do not just leave your iPad in the library. **Mrs. Hohlbauch must sign off that your iPad was turned in.**

NOTES:

- Devices will be restored over the summer, so all photos, videos, and apps will be removed.
- Everyone received a brand new charger this year, so you are expected to turn in a charger. If you do not turn in a charger, you will receive a bill to purchase a new one (\$15). If you do not pay that bill you will not receive a charger next fall.
- You will receive the same charging cord that is turned in this year, for next year.
- We will collect Apple Pencil boxes. You may leave the extra tips in the box if you wish. We will not hand out the Apple Pencil boxes to students next year. Pencils will be stored in the sleeve on the iPad case over the summer.

If you do not complete the steps above you may not receive your iPad promptly when school starts back in the fall.

All iPad's must be turned in before students leave on Thursday, May 23rd. Bills will be sent home if students incur any fines.