

**ENROLLMENT - COMPUTER DEVICE CHECKOUT –
FIRST DAY INFO
FOR ALL TECUMSEH PUBLIC SCHOOL STUDENTS
IN PERSON OR VIRTUAL**

ENROLLMENT INFORMATION:

Staff members at each site continue to enroll students daily. We appreciate all of you who have sent in the online information to enroll your students. Please note that if you log into the Guardian Portal now you will be able to see your child's teacher and schedule. If you have not yet started the enrollment process or are having trouble, it is not too late! Please call your child's school site and ask for assistance.

Someone will be able to help you in setting up your child's enrollment. Please make this contact as soon as possible so that our teachers will have ample opportunity to prepare for your child's attendance at school or in our virtual program.

COMPUTER DEVICE CHECKOUT INFORMATION

Our school district has invested heavily in computer devices that will assist ALL of our students in learning no matter which enrollment option your family has chosen. Device checkout days will be held on **Monday, August 17th, Tuesday, August 18th, and Wednesday, August 19th from 9 AM to 3 PM each day at our Krouch Campus located at 723**

W. Park Street in Tecumseh. For students who are enrolled in the virtual setting, if you prefer to use your own device from home, you will not need to check out a device from the school. For all other students, both virtual and those attending in person, please plan to check out a device from the school this year. On Monday, August 17th, ALL students in grades 8-12 can check out their devices. On Tuesday, August 18th, ALL students in grades 3-7 can check out their devices. On Wednesday, August 19th, ALL Pre K – 2 can check out their devices. If you have students enrolled in multiple grade levels, please come to Krouch on the day that your oldest child should be checking out the device. We will allow you to check out devices for all of your children on that day.

When you arrive at the Krouch Campus for computer device checkout, please follow these instructions:

1. We ask, if possible, **that only one person per family enter the building. Please wear a mask or face covering and practice social distancing.**
2. **Enter through the main entrance on the south side of the building,** and follow the guidance from staff members who will be working inside. Only 50 people at a time can enter the building, so please be patient if you come at a crowded time.

3. When you enter, we will ask you to fill out a Device Checkout Form for each of your students. These will be available inside the building, so there is no paperwork that you need to bring with you.
4. To help the district offset the cost of insurance for the device, we are asking parents to pay a one-time fee of \$5 per device during the checkout time. Cash is preferred, and all transactions will be receipted. Please bring the exact amount of cash if at all possible. Unfortunately, credit card transactions cannot be processed. The parent/guardian who will doing the checkout process must also have proper identification.

If you do not have internet connection at home, a district-provided hotspot may be available for your child. Check with school personnel at device checkout for more information.

BEGINNING OF SCHOOL!

The first day of school is Thursday, August 20th for both our students attending in person and our virtual students. Students should bring their fully charged computer device with them to school on the very first day. *Please stress the importance of this daily practice and begin now incorporating this into your return to school routine.* All students grades PreK -12 will need a computer in class every day to navigate

through our new learning management system called CANVAS.
Instruction by teachers on how to access this system will begin on day
one. We are looking forward to a great year!