

Dear Parent/ Guardian,

To prepare for our distance learning initiative, schools will distribute appropriate devices and other necessary materials to students on Friday, March 20. Distribution will be conducted in alphabetical groups by student last name, and there will be a window of time to complete each pickup. Devices and other materials that teachers are providing to our students will need to be retrieved at your child’s school. If you have students who attend multiple schools, you will need to pick up at each school. There will also be an opportunity during the pickup time for students to retrieve devices, instruments, or materials that remain in the school buildings. Please be aware that groups entering the building will be limited to 10 students at a time. Parents may drive to the front driveway of each school building and will be met by staff. Please note that parents and/or students will be required to complete and sign a “District-Issued Device Student/Parent Agreement” which will accompany each technology device. Please bring a pen if possible to expedite the signature process and avoid multiple people touching the same writing utensil.

Our IT team has worked diligently to prepare every device with the appropriate software and applications for each individual student. The devices were tested and disinfected prior to distribution. We understand that while students are engaged in remote learning, there may be an occasion where technical support is required. Please have your student first work with the teacher to try and support online instruction and lesson access. If you are experiencing issues beyond what the teacher can support, please send an email to the address for your child’s building technology team using the following link:

<https://www.region18.org/staff/it-help-desk>

District Materials Distribution Schedule

School	Date	Time
Center School* 49 Lyme Street Old Lyme, CT 06371	March 20, 2020	A-F 8:30 a.m. to 9:30 a.m. G-L 10:00 a.m. to 11:00 a.m. M-R 11:00 a.m. to 12:00 p.m. S-Z 12:00 p.m. to 1:00 p.m.
Mile Creek School 205 Mile Creek Road Old Lyme, CT 06371	March 20, 2020	A-F 8:30 a.m. to 9:30 a.m. G-L 10:00 a.m. to 11:00 a.m. M-R 11:00 a.m. to 12:00 p.m. S-Z 12:00 p.m. to 1:00 p.m.
Lyme Consolidated 478 Hamburg Road Lyme, CT 06371	March 20, 2020	A-F 8:30 a.m. to 9:30 a.m. G-L 10:00 a.m. to 11:00 a.m. M-R 11:00 a.m. to 12:00 p.m. S-Z 12:00 p.m. to 1:00 p.m.
Lyme-Old Lyme Middle School 53 Lyme Street Old Lyme, CT 06371	March 20, 2020	A-F 8:30 a.m. to 9:30 a.m. G-L 10:00 a.m. to 11:00 a.m. M-R 11:00 a.m. to 12:00 p.m. S-Z 12:00 p.m. to 1:00 p.m.
Lyme-Old Lyme High School 69 Lyme Street Old Lyme, CT 06371	March 20, 2020	A-F 8:30 a.m. to 9:30 a.m. G-L 10:00 a.m. to 11:00 a.m. M-R 11:00 a.m. to 12:00 p.m. S-Z 12:00 p.m. to 1:00 p.m.

*No devices will be distributed at the Pre-K level, only materials.

Should you have any questions regarding this process, please contact the school principal.

Sincerely,

Mr. Ian Neviaser
Superintendent of Schools
Region #18 Lyme- Old Lyme Public Schools
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