

## Remote Student Drive Thru Material Collection

Tuesday, June 15th 3:00 to 5:00 PM

(Please do not arrive before 3:00. We need to clear the In-person school pick up line.)

We will be collecting all TEXTBOOKS and COMPUTERS, stylus (if issued), power supply, and any other district issued technology items (hot spots, headphones, etc.)

### Prior to Arrival:

- Remove any USB drives/dongles from the computer. Collect the power supply and stylus (Dell, Surface Go).
- Wrap the power supply. How to video Dell and HP:  
<https://youtu.be/fsKli6YV8vY>
- Surface Go wrap cord, leave barcode clear, and affix with tape.
- Please DO NOT bag your items.



### Upon Arrival:

Pull into the Main entrance. Please stay in your vehicle.

#### Stop #1 **Electronics Check In**

- Computer, power supply, stylus (Surface Go and Dell)
- Hot Spot and power cord
- Notify us of any missing or broken items (No fines/fees for any issues. 😊)
- Issue repair ticket receipt, if necessary

#### Stop # 2 **Textbook Check In**

- Textbooks vary by grade level
  - Wonders, Envision Math, Social Studies Alive
  - Math Manipulatives sent home (varies by grade levels)
  - Workbooks are yours to keep

#### Stop # 3 **Final Checkout**

- Give your student's name and teacher's name
- Your student's account will be checked for any outstanding items