

Dr. Edythe B. Austermuhl
Superintendent

BERLIN TOWNSHIP SCHOOL DISTRICT

(856) 767-9480 Fax (856) 767-8235 225 Grove Avenue West Berlin, NJ 08091

Megan Stoddart
Business Administrator

Dina Bottley
Curriculum Coordinator

www.btwpschools.org

Kristin Braidwood
Supervisor of Special Services

Amy Berth
Technology Coordinator

Charles Pfluger, C.E.F.M.
Supervisor Buildings & Grounds

April 1, 2020

Dear Parent/Guardian,

As we approach the 4th week of Remote Learning here at Berlin Township Schools, we are modifying and changing processes to make it easier for students to continue learning in a format that they are more familiar with. As a district, it has been decided that if you have a need for a device due to lack of technology, the schools will be distributing school-owned Chromebooks to students that are in need of them. To expedite the process, we are mailing the required forms to those that do not use ZippSlip and sending a ZippForm out to those that do. **Please fill out the enclosed documents only for your children in grades 2-8.** We do not have enough devices for PreK-1st, those children will still receive paper packets. We will be distributing Chromebooks to those that we receive a form for. DO NOT come to the schools to pick up a Chromebook if you did not fill out a form. We are only preparing devices for distribution for those that have indicated that they are in need.

Forms attached:

Form 3514 - Loaner Form - needs to be filled out completely - including all initials.
Internet Access Instructions

Schedule of Chromebook pickup:

DDE and JFK: Monday, April 6th 8:30 AM to 10:30 AM (if it rains, there will be a rain date later that week and that will go out through our messaging system).

If you are unable to pickup at the given date and time above, but need a device, please call Mrs. Berth 856-767-9480 ext 1265 or email (best option) aberth@btwpschools.org to make further arrangements.

We will be practicing Social Distancing at this time. PLEASE do not get out of the vehicle when coming to pick up. If you are walking, please keep a safe distance and we will come to you..

*If you have a physically signed paper form, then you will hand that to the appropriate staff member and we will then retrieve your Chromebooks and Chargers for your student(s).

*If you filled your form out online through ZippSlip, then we will have a list we will check off.

Please have the following info ready: **Child's Name, Grade Level, and Homeroom teacher.**

Thank you for your continued support during this time.

Amy Berth
Technology Coordinator

"Educating Today For Tomorrow's Success"