

Dear Parent,

Our records indicate that the Waco ISD device that was issued to your student has not been turned in to the appropriate Waco ISD staff upon loss/damage or withdrawal from the district. This device, along with the accessories provided with it, needs to be returned to Waco ISD immediately.

Technological equipment is considered to be in acceptable condition if:

- 1. The equipment is returned with the software and hardware in their original condition unless the District authorized changes; and
- 2. The physical condition of the equipment has been cared for appropriately such that the equipment is not broken or damaged beyond cost--effective replacement or repair.

19 TAC 66.1205

The following student device [

] was issued to [

] on [

1.

The device can be delivered, or shipped to the following address:

WISD Technology Department c/o Student Device Return 112 South 6th Street Waco, Texas 76701

If you are unable to locate the missing equipment, you may bring a check or money order only, payable to Waco ISD or visit the QR code and make electronic payment. Please contact Technology Services to make your payment or set up a payment plan.



Please know that should we not receive the device and its accessories in good working order, or a check to cover the cost of replacement, or any written or verbal communication within ten (10) working days we will begin the process of working with the police department for recovery of district property in accordance with Texas Penal Code, Section 31.03, with the Waco Police Department.

We appreciate your attention to this matter. If you feel you have received this letter in error, please contact Technology Services so that we can assist you in working through this matter as quickly as possible.

Thank you.

Jerry N Allen, M. Ed.

Executive Director of Technology Services

Waco Independent School District: Technology Services