

Laptop Distribution Schedule and Procedures

2025 – 2026

Laptops will be distributed to students on Monday, September 8, 2025 during the school day.

Students will be issued a laptop, charger, and protective case.

The \$60.00 laptop insurance fee must be paid prior to students receiving their device and related equipment/materials.

Steps:

- Log into <https://payschoolscentral.com/> (The access link for “PaySchools Central” is found on the middle school homepage under the section “Popular Links”)
- Select “Fees” from the center dashboard box
- Select and pay the 1:1 Laptop Insurance fee

Please also review the requirements below which must be addressed prior to laptop distribution.

- All outstanding fines must be paid in full prior to students being issued a laptop. Fines should be cleared through the Main Office. Inquiries regarding fines should be directed to Maria Bogaenko mbogaenko@mahwah.k12.nj.us, Kathleen Jaffe kjaffe@mahwah.k12.nj.us and Cheryl Epstein cepstein@mahwah.k12.nj.us. Lunch fines should be paid via <https://payschoolscentral.com/>. Copies of payment receipts should be emailed, scanned, or dropped off at the Main Office (Summer Hours 8 AM – 2 PM).
- Annual Realtime Portal questions must be answered electronically. The portal will open on Monday, August 21, 2025 at 12 PM. **IMPORTANT:** Parents/Guardians **AND** students must answer the questions on their respective parent and student portals.
- The Technology Team will assist students who have any issues with their device (powering on, logging on, charging, keys, etc.) during the first full week of school. The Technology Team is available to students during the school day in the Library Media Center.