

Dear Parent/Guardian

Thank you for all you've done to keep your children engaged in their education during these unprecedented and trying times. The rapid switch to remote learning has been no small feat for students, families, and teachers! We appreciate your partnership in this challenging endeavor.

If your child received a device to use during our time in remote learning and we begin to bring the 2019-2020 school year to a close, below is the process will be to return your district issued device:

Collection days will be June 17 - 19 from 7 AM-11 AM and 2 PM-6 PM with all collection taking place in the HS Lobby.

June 17 - High School

June 18 - Middle School

June 19 - Primary School

Upon receipt, our staff will evaluate and record any damages that occurred to the device.

As per the agreement that you signed when the device was picked up, if the unit is damaged in any way (scratches, dents, cracked screens, etc.) or lost, you will be responsible for the cost of the device or the cost of the repair. The Business Office will send you an invoice. There will not be any money collected on the day you are returning your device.

Please contact the building principal if you have any questions or concerns.

-Ichabod Crane IT Department