

Distribution Days

Thursday, August 16: 9:00am – 12:00pm and 3:00pm – 6:00pm

Friday, August 17: 11:00am – 3:00pm

All students under the age of 18 will be required to have a parent or guardian attend with them. You may come at anytime during the Distribution window. You only need to attend once. Presentations will start every 15 minutes. Depending when you arrive, you may have to wait for the next presentation. We expect it will take an hour to go through all the stations. Students/Parents will start by coming in the front main door (by the office). From there you will move through a series of stations.

Station 1: Presentation: In the first station you will view a video/PowerPoint/presentation that goes over responsible use, rules, care, policies, and expectations.

Station2: Paperwork: This will be the place for a Question and Answer session. You are welcome to stay in this station until your questions and concerns have been addressed. There will be an opportunity for both parents and students to read through the Responsible Use Guidelines. Parents and students will fill out and sign the Parent/Student Responsible Use Agreement before leaving this station. You will take this paperwork with you to the next stations.

Station 3: Payment: This station will be in two parts. Any parent or student who wishes to pay Textbook Rental at this time may go into Mrs. Mardell Miller's office and do so. Anyone who has already paid TBR online (or wants to do it a different day) can move on to the "Express Lane" to pay their portion of the laptop insurance premium. Insurance premiums for the 2012-2013 school year will be \$56.50 per student. This premium must be paid in full before a laptop will be issued. Textbook Rental fees and Insurance fees must be two separate transactions because they go into separate accounts. Take the finished paperwork and payment receipt to the next station.

Station 4: Pick-up: Parent and Student will present the signed form and payment receipt here. Adult volunteers at this station will check the forms to make sure that they are correct and complete and that they have seen a receipt for payment of the insurance premium. Here the student will be given a laptop, power cord, adaptor, and carrying case. Each will be labeled with the student's name.

Station 5: Power up: Each student will be required to power up their laptop, connect to the network, and complete any profiles. Once that is done, laptops are shut down and put back in the case. Parents and Students are free to go.

If you are not able to attend any of the sessions, pick up will be by appointment only. Parents and students will still be required to view the presentation, sign the Parent/Student Responsible Use Agreement, and pay the Insurance premium before receiving the laptop. Call the High School office after August 15 to schedule an appointment.