

Dear Parents and Guardians,

Thursday, April 30th from 8:30 am-12:30 pm and 4:00 pm-6:00 pm **and** Friday, May 1st 8:30 am- 12:00 pm, University Middle School will begin laptop distribution. Please make sure you arrive in enough time prior to the ending time. Distribution will take place at the flagpole entrance, large stairway at the middle of the school.

Please be prepared for inclement weather, large crowds are not permitted in the building.

In an effort to ensure that we are following COVID 19 guidelines and an efficient laptop distribution process, it is very important that we all review and adhere to the procedures outlined below.

Criteria for Retrieving Laptops

- Laptops will only be distributed to the parent or guardian listed in Power School. No one on the Emergency List may pick up a laptop.
- Only parents whose children have **confirmed free and reduced status** will be loaned laptops. You may ask your child's counselor via email if your child's name appears on the free and reduced list.
- Only 1 laptop per 3 Irvington Public School students in each household.
- Parents and guardians must present a picture State ID.
- Keep a safe distance of 6 feet apart from parents and guardians in line and staff distributing materials.
- It is encouraged that you wear a mask and gloves. This is for your safety.

Procedure for Retrieving Laptops

When you approach the front of University Middle School, please remain by the cone at the base of the stairs.

- When on-line, please have your ID ready for security to view and confirm. You will receive a paper to clearly print your child's name and grade.
- When you are called provide the staff member with your picture ID and paper with your child's info
- Contract will be provided for signature along with report card and PowerSchool password for the portal
- Place signed contract and pen in the box provided
- The assigned laptop will be provided and credentials returned

Laptop Responsibilities

- Laptop should be used for its intended purposes, not games, movies, etc
- Laptop is to be returned in the condition it was received at the end of the school year

Thank you for your patience and support.

Continue to be safe and well.

Ms. Tucker, Principal