

**Mark Twain Remote Learning Chromebook/iPad Pick-up**

**Dates/ Times for Pick-up**

<b>Tuesday:</b>	<b>4/7/2020</b>	<b>Grades 6-8</b>	<b>8:30-2:00</b>
<b>Wednesday:</b>	<b>4/8/2020</b>	<b>Grades 3-5</b>	<b>8:30-2:00</b>
<b>Thursday:</b>	<b>4/9/2020</b>	<b>Grades PK-2</b>	<b>8:30-2:00</b>

Parent/Guardian of student is the **only** individual allowed to pick up and sign for student devices.

**Parent/Guardian proof of identity (ID or utility bill with name and address) is required to pick up student device**

Parent/Guardian will line up along black fence outside Door #3- 52<sup>nd</sup> Street

Social distancing markers placed along the path west of Door #3 Entrance

Parent/Guardian will enter vestibule, provide student name, and present proof of identity (ID or utility bill with name and address)

Staff will verify parent/guardian information using Aspen contact information/Emergency form

Staff will place label with Student Name, Student ID, and Homeroom on CPS Mobile Device Use Agreement and record device asset tag and serial number

Families having multiple students may pick up all the devices on the same day.

Parent/Guardian will sign CPS Mobile Device Use Agreement. Agreement will be available in English, Spanish and Polish

Parent/Guardian will place signed CPS Mobile Device Use Agreement in collection bin

Staff will place device and charging cord on the table for the parent/guardian to pick up

All Chromebooks /iPads must be returned to Mark Twain when school reopens.