

## George Long Device Pick Up Process

Devices for **Elementary** students will be available for pick up next week, Tuesday, August 18 and Wednesday August 19<sup>th</sup>.

### Important things to know before picking up devices:

- Each building will have their own process for device pick up.
- Device Insurance form and payment **MUST** be brought in at the time of pick up.
- **Payment/forms for siblings in other buildings will not be accepted.** You must pick up and pay insurance at each student's specific building. You cannot pick up/pay for siblings in different buildings at one building. Ex.: you have a student A at the elementary school and student B at the middle school. You will have to pay insurance and pick up device for student A at the elementary and go to the middle school to pay insurance and pick up device for student B.
- No payment or forms will be accepted before or after pick up and no device will be given without form and payment.
- Cost is still \$25/student with a \$75 cap/family. Unless you qualified for free/reduced lunch last year, or qualify this year then the cost is \$10/student with a \$30 cap/family.
- No other items or money are to be dropped off at this time (i.e. lunch, etc.).
- Only one person will be let in the building at a time

### Pick Up Times:

Tuesday, 8/18: 8:00 - 6:00

Wednesday, 8/19: 8:00 - 3:00

### Process: No appointment necessary

1. Ring doorbell. You will be asked if you have your form and payment.
2. If you do not have payment you will not receive your device and you will need to come back with payment.
3. If you do not have your form but have payment, there will be extra forms on the table between the front doors.

It is important that you have your device before the start of class, whether in person or virtual.