

Middle School Chromebook Pickup 2020-2021

Each building will have a different process so please read the instructions carefully

You MUST pick up and PAY the insurance **at each student's specific building**. Unlike previous years you cannot pay for all siblings at one school. For instance if you have two children at the Middle School and one at the High school you may pay for both MS students with one payment. But the High School will need a separate payment when you pick up the HS device.

Each **STUDENT MUST turn in a completed insurance form along with payment**. Cost is \$25 per child/\$75 max per family in the district. Or if you qualify for Free/Reduced lunch the cost is \$10 per child/\$30 max per family. Cash (exact change needed) or checks payable to Grass Lake Schools will be accepted.

NO DEVICE WILL BE ISSUED WITHOUT THE INSURANCE FORM AND MONEY BEING TURNED IN AT PICK UP. PLEASE DO NOT SEND IN THE FORM OR MONEY AT ANY OTHER TIME EXCEPT FOR WHEN YOU ARE PICKING UP THE DEVICE

The following process is for the MIDDLE SCHOOL ONLY

At the Middle School NO APPOINTMENT IS NEEDED

- Pick up will take place at the west side cafeteria door, park in the lot that has the big rock
- Come to the door that is about midway in the building, it is near the large garage type door
- We will have a sign and a table at the doorway
- No one will be entering the building. A staff member will retrieve the device to hand to you
- Masks are required; to protect our workers
- Only one person per family should come to the door to pick up the device

6th graders will get their device either right before or after their orientation/tour on Tuesday, August 18.

7th & 8th Grade Dates/hours (or any 6th graders that cannot attend orientation) are:

- Tuesday, August 18: 9 am – 3 pm
- Wednesday, August 19: 9 am – 3 pm
- Thursday, August 20: 9 am – 7 pm

If you will not be in town Aug 18 – 20 arrangements can be made for dates after that. Please email kim.brown@grasslakeschools.com to make those arrangements.

We will allow another adult to pick up your child's device if:

- You notify kim.brown@grasslakeschools.com that another adult is being given permission to pick up your child's chromebook
- The completed insurance form is sent with that person
- The proper payment is sent with that person