

March 19, 2020

Parents,

We know that many of you have inquired about picking up a Chromebook for your child during the school closure. After conversing with each of the elementary school principals, we have decided to create such an opportunity on Saturday morning.

It will be the first of multiple Chromebook distribution dates, so please don't worry if you can't make it to the school. We will work to ensure that all families have a chance to pick up their student's device in the coming weeks.

This Saturday morning (March 21), we will distribute Chromebooks by grade level via **back carpool line**. In order to practice social distancing, we are asking that all families refrain from walking and remain in your car at all times. Below is the schedule.

- PreK-2: 8-9 a.m.
- 3-4: 9-10 a.m.
- 5-6: 10-11 a.m.
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Families with multiple students across grade levels should come at the designated time of their youngest child. We will process your whole family's pickup in one trip. Once you arrive, we will ask you to tell us your student's name and homeroom so that we can locate the appropriate Chromebook and charger to deliver to your vehicle. Curbside service will be provided.

Please note that picking up a Chromebook from your school will be documented as your consent to the district's technology policy. You can view that policy [here](#).

Again, we want you to know that Saturday morning will not be the only time to pick up your child's Chromebook. Additional opportunities to pick up your Chromebook will follow in the near future as we strive to equip every student with the resources he or she needs to continue receiving an effective, challenging, and engaging education during this difficult time.

Sincerely,

Nathan Pitner
Principal
Brookwood Forest Elementary