



## Distribution Communication Process

The week before devices will be distributed, a School Messenger message will be sent to the parents/guardians of the students scheduled to receive a Chromebook. The message will be delivered by email. Please do not go to your child's school until you receive a message. Details will be included in the emails. Parents/guardians will also receive email the week of their child(ren) scheduled device pickup.

Once a message is received that your child's device is ready, go to your campus the following week during the designated pickup times. [Click here to see the distribution times.](#) A parent/guardian must be present to sign for the Chromebook. School staff will be on hand to help with password issues if needed.

All Chromebooks have been updated, secured, sanitized and labeled with your child's name.