

Greetings Seniors and Parents:

This letter provides details explaining the personal mobile computing device pick-up process for current seniors.

Process

Our Track **A/B students** will visit the cafeteria stage area during Empower/Lunch with their Empower Class.

Our Track **C(LOOLA) students** will use the drive through pickup process which takes place in the student breezeway between LHS and LTC. You will not leave your vehicles, and the entire process will be completed through your car window.

Seniors taking **AP Exams** will turn their MacBook in at the HelpDesk after their last AP Exam.

Important things to keep in mind

- You will need to bring:
 - Student ID or another form of photograph identification,
 - the MacBook in its original district-issued case, and
 - both sections of the MacBook charger (block and extended length cord) and duck head adapter
 - District Issued HOTSpot with charger/cable (if applicable)
- Fines for damage and missing equipment will be assessed at the time of drop off. Parents/Students will need to make arrangements with the school's bookkeeper to pay them. **No money will be accepted on the stage or in the drive-through.**
- Students please see **Ms. Torbett** in the front office to pay your outstanding fines during **Empower (11:20-12:30)**. You may pay with a debit/credit card, cash, or check. If parents need to pay using a credit card via phone please contact Ms. Torbett at 821-3484.

○ Broken Screen (No Optional Protection Plan)	\$100.00
○ Hotspot (If Applicable)	\$50.00
○ Device Case	\$72.00
○ Macbook Air cord/block	\$79.00
○ Extended Cord	\$19.00
- An electronic receipt will be emailed to the primary contact identified in PowerSchool once the device is checked in.

Schedule/Pickup Dates:

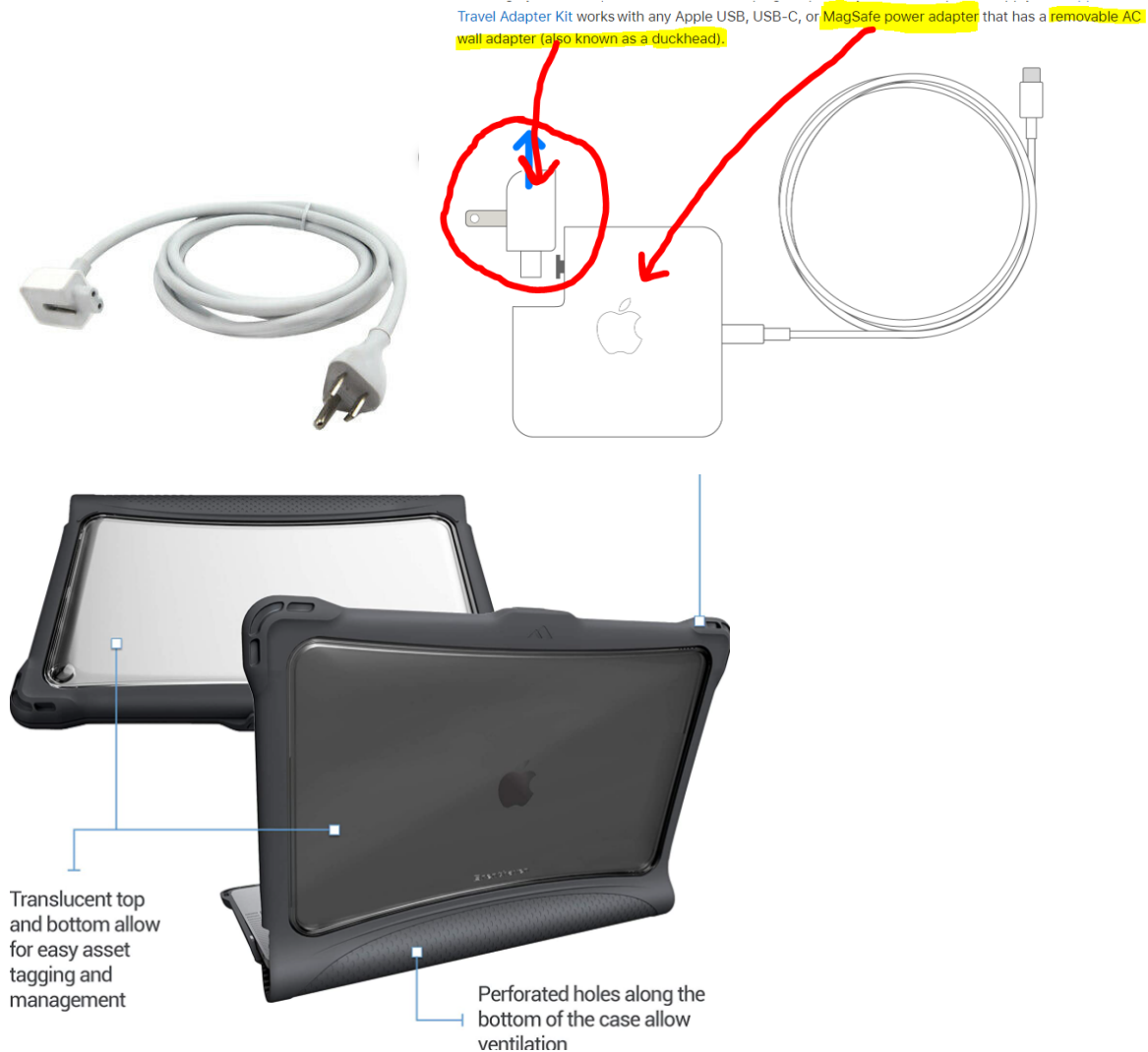
- **Monday, May 24th** -- Empower Classes during allotted times

○ Allison	○ Griffin
○ Cormier-Bausch	○ Gunter
○ Crowley	○ Hughes
○ Davenport	
- **Tuesday, May 25th** -- Empower Classes during allotted times

○ Jackson	○ Pardue
○ Leaphart	○ Pike
○ Miller	○ Pope

- **Wednesday, May 26th** -- Empower Classes during allotted time
 - Phibbs
 - Robinson
 - Rodriguez
 - Snelgrove
 - Strobel
 - J. Vazquez
 - Von Moltke
 - Watson
- **Thursday, May 27th** -- LOOLA Students
 - Drive Thru drop off
 - 12:00 - 2:00 or 4:00 - 6:00

Listed below are pictures of the required items that need to be returned with your Macbook/Case



If you have questions about pick-up details, please call 803-821-3400 and ask for the HelpDesk.

Thank you,

Will Verburg, Assistant Principal
Lexington High School