

Here is the information on how to return your hotspot and iPad

Location: West Middle School (Main Entrance)

Dates/Times:

- June 3: 12-7
- June 4: 8-3
- June 5: 7-2
- June 8: 12-7
- June 9: 8-3

Device Return Instructions: Grades K-5

We would like devices returned for the summer so that we can prepare them for the next school year. We have developed a process that we believe is simple and designed to minimize contact.

1. **Please attach a post it note or tape a note to the device with the child's name, ID (lunch) number if known, and grade.**
2. **When you drive up to the device return location, a district staff member will hand you a Ziploc bag for each device. Please place the iPad and charger in the bag (one bag per student). If you were assigned a mi-fi/hotspot, please also place that in the bag.**
3. **Hand the bagged items back to the district staff.**

Please drop off K-5 student devices at the assigned location and within the scheduled times.

Note: Special Education students participating in the Extended School Year summer school program are allowed to keep devices through summer.