

Parents and Students,

As we prepare for the end of the year, we wanted to take a moment and share some updates with regards to student computer collection. With the unplanned school closures, we have modified our student computer collections to allow students to retain their devices over the summer with a handful of pragmatic exceptions. **Only the following students will be required to turn in their computers before the end of the school year:**

- Graduating Seniors
- Academy of Engineering Students
- Academy of Science Students
- 5th graders at Code to the Future schools (Meadowland ES, Moorefield Station ES, Round Hill ES),
- Students un-enrolling or moving out of the county

All other students will keep their computers to utilize over the summer and take their device with them to their next grade levels (including students transferring to other LCPS schools).

School Computer Collection Process

We have reserved two days to allow for students to return their equipment. It is extremely important to bring both the computer and charger for turn-in. Please note that students that fail to return their computer and/or charger, will receive an invoice by the district. In preparation for the schools computer collection, we have included a return receipt that should be filled out in advance for your reference. Please [print and complete this form](#) prior to turn-in.

When you arrive at the school on your collection date, we will have a curbside drop off process that allows for social distancing guidelines to be followed. Please follow staff instructions and signs for drop off. It is also helpful if you can create a sign with your student's name, school, and ID and place in your vehicle window.

School Computer Collection Dates

June 8th, 2020 - Senior Computer Collection

Drop off time	Time slot per last name
9AM - 10AM	R - Z
10AM - 11AM	I - Q
11AM - 12PM	A - H
12PM - 1PM	CLOSED/BREAK
1PM - 4PM	Any student, Chromebook/power cord ONLY

June 9th, 2020 - Senior Computer Collection

Drop off time	Time slot per last name
9AM – 12 noon	Any student, Chromebook, power cord ONLY
1PM - 2PM	A - H
2PM - 3PM	I - Q
3PM - 4PM	R - Z

For your reference, we have provided some [frequently asked questions](#) regarding the computer collection process.