



# Holy Name of Mary School



Reverend David Regan, Pastor

Mrs. Pamela Sanders, Principal

## End-of-Year Student Device Collection

Dear Parent(s)/Guardian(s),

Holy Name of Mary will collect school-owned student 1:1 devices. All students ARE REQUIRED TO turn in the following: Chromebook: Chromebook charger and case or iPad, iPad cover, charging cord, and power adapter.

All school-issued devices, along with all accompanying equipment (listed below), will be collected as follows:

Grade 8 Chromebooks:	June 11, 2021
Kindergarten iPads:	June 15, 2021
Grades 1 - 4 iPads	June 16, 2021
Grades 5 - 8 Chromebooks:	June 17, 2021

Students will be called to the technology room by homeroom to turn in their device. Mrs. Powell will collect each device along with all equipment. Each student will be asked to sign a form indicating whether all equipment is “accounted for” or if anything is “missing.” The cost of any missing items will be billed to the family. The device and all equipment will be inspected and will be returned to each student prior to the start of the 2021-2022 School Year.

\*Note: The full device fee of \$200 will be incurred for any other damages deemed to be intentional in accordance with Holy Name of Mary’s Chromebook or iPad Policy or for any lost or missing device. It is the student’s responsibility to turn in his/her device.

Sincerely,

Mrs. Pamela Sanders

Mrs. Cassandra Powell