

Laptop Distribution/Registration Continued

Pick Up Locations: All Gary Schools

Friday, August 14, 2020 8:30-10:30 and 12:00 – 2:00	Monday, August 17, 2020 8:30-10:30 and 12:00 – 2:00	Tuesday August 18, 2020 8:30-10:30 and 12:00 – 2:00
K – 12 th Grade Students (Only 10 people will be allowed in the gym at a time)	K – 12 th Grade Students (Only 10 people will be allowed in the gym at a time)	K – 12 th Grade Students (Only 10 people will be allowed in the gym at a time)
Outside registration is preferred if weather permits	Outside registration is preferred if weather permits	Outside registration is preferred if weather permits

There will be Stations set up for specific parts of the Registration/Device Distribution Process

Station	Who Is Responsible	Parent/Families
Station 1: Check In	FACE Liaison	Returning Students <ul style="list-style-type: none"> • Ensure Updated registration • Ensure parent has Access Codes to Infinite Campus • Ensure the Device Agreement Letter is Signed
	Secretary	New Enrollees <ul style="list-style-type: none"> • Help families get signed up into Infinite Campus • Ensure that the Device Agreement Letter is Signed
Station 2: Device Pick Up	Dean (Principals' Designee) Follett Destiny trained	<ul style="list-style-type: none"> • Pick up Laptop after it is scanned into the Follett System • Pick up hot spot(s) if necessary
Station 3: Device Sign In	IT Representative	<ul style="list-style-type: none"> • Family/student will sign into the computer • Family will be given the User Names/Passwords for each Child • Families will receive Help Desk Information
Station 4: Administrator Welcome Back*	Principal, Assistant Principal or Designee	<ul style="list-style-type: none"> • Student Schedule • Classroom Code List • Welcome Letter/Information packet

- Everyone must wear masks
- Families will be asked to wait in their cars if capacity has been met in the gym
- Schools who need to do everything outside may do so

