

## Chromebook Pickup & Drop-off Instructions

Every Wednesday, until the end of this school year, there will be a dropoff and pickup location at door W15 between 11:00 am and 1:00 pm.

- Pickup Procedure:
  - Available only on the following Wednesday's: April 15th, 22nd, 29th, May 6th and 13th.
  - All pickups will be by appointment only. Please fill out the form with your information and pickup time by clicking [HERE](#).
  - There will be a table with chromebooks that has the students' name on it. If you are picking one up because of a hardware issue, this replacement will be the students newly assigned chromebook.
  - *Repaired chromebooks will not be handed back to the student this school year.*
  
- Drop-Off Procedure:
  - Available only on the following Wednesday's: April 15th, 22nd, 29th, May 6th and 13th.
  - Use the tubs located outside of the doors. Each will be labeled for your convenience.
  
- **Senior Drop-Off:**
  - **Available only on June 2nd, 9:00 am - 3:00 pm at door W15.**
  - Use the tubs located outside of the doors. Each will be labeled for your convenience.

Please contact us at our Support Email Address, [support@cpssc.k12.in.us](mailto:support@cpssc.k12.in.us), if you have any questions.

We ask that you conform to the physical distance guidelines set forth by the CDC.

Thank you for your cooperation during this time.

- CPSC Technology Department

Dear Parent(s), Guardian(s) & Students,

Chromebook Replacements>Returns:

Please find the attached file for important information concerning student chromebook pickup and drop-off procedures.

Contacting Tech Support:

To better serve you with issues related to a chromebook, software or Google account, please email our Support Account at [support@cpssc.k12.in.us](mailto:support@cpssc.k12.in.us).

For additional information related to our COVID-19 Notices, please click [HERE](#).

Thank you.

Please DO NOT REPLY to this email.