



Chromebook Information for Elgin Middle School

Only students who will **NOT** be returning to Elgin ISD will be returning their Chromebooks for the summer this year. Students who will be returning to Elgin ISD next year will keep their Chromebooks with them during the summer.

Students Not Returning to Elgin ISD Schools in the Fall

If your student will **NOT** be returning to Elgin ISD next year, you need to return Chromebook. We will be collecting these Chromebooks during the packet collection times on Monday, May 18th. The collection will be from 9-11 am and 4-6 pm.

Students Who Will Be Returning in the Fall

Students who will be returning to Elgin ISD in the fall are required to complete this form. <https://bit.ly/elginchromebook> We need to know if any items are missing so that your student's device can be complete for the new school year. All forms must be completed by May 18th. If the Chromebook is in need of repair, see below.

Chromebooks In Need of Repair

Chromebooks in need of repair will be collected during the packet collection times on Monday, May 18th. The collection will be from 9-11 am and 4-6 pm. In order for Chromebook damage to be covered by the Accidental Damage Warranty, Chromebooks must be turned in on this date. To streamline the drop off process, please complete the form listed above prior to May 18th. <https://bit.ly/elginchromebook>

Procedures for the Summer

Students who are keeping their Chromebooks must keep them charged and updated over the summer. For the proper care of the Chromebook, we ask that Chromebooks be restarted at least once a week and that battery percentage stay above 20% charge.

Changes Over the Summer

If your fall plans change during the summer, you will need to make an appointment with Campus Instructional Technology Specialist, Sandra Negro, via email at snegro@elginisd.net to check the Chromebook in. Check-In times are available Mon - Thur 8 - 4 pm.

Technical Support Over the Summer

If your student requires technical support over the summer you will need to make an appointment with Campus Technologist to have your Chromebook looked at. (put our email here) Appointment times are available Mon - Thur 8 - 4 pm.



Device Collection Form for Repair

Complete form as much as possible. **Full (LEGAL) Name** is required.

Student Name	Student ID Number	Contact Number/Email
_____	_____	_____
District Barcode	Service/Serial Number	
_____	_____	

Known Issues (provide details)

Chromebook Parts Turned In

Chromebook	<input type="checkbox"/>	Charger	<input type="checkbox"/>	Cable	<input type="checkbox"/>
Bag	<input type="checkbox"/>	Strap	<input type="checkbox"/>		