

PMS Virtual Academy Laptop Return Schedule

Monday June 7 All 6th grade students and their siblings = 9:00 – 11:30am

All 7th grade = 12:30pm – 3:00pm

Tuesday June 8 All 8th grade students = 9:00 – 11:30am

Anyone else who could not make the three other times = 12:30pm – 3:00pm

Please clean & wipe down laptops/chargers, hotspots at home before returning them!

Wednesday June 9 = Bills go out for equipment not returned or lost.

When laptops are returned: There will be a check by staff to make sure there is no damage, cracked screens, missing keys, etc. and that all assigned equipment is returned properly.

Cleaning Procedure: Give each student an alcohol wipe so they can clean their laptop. Make sure laptop is off and cord is wrapped up with Velcro. When wiping down laptop, have students start with screen first, then keyboard, top of laptop and then bottom. Do not close lid until screen is completely dry.

**Laptops for summer school students will be re-distributed to them when summer school begins. **