



WASHINGTON LATIN

CHROMEBOOK DISTRIBUTION FOR Q4 HYBRID STUDENTS

If you are a family that has not yet claimed a Chromebook from the Tech Office, and your child or children will be returning in Q4 for on-campus learning, there is still time to check one out!

Since students are expected to bring a device (and charger!) with them to the building whenever they are scheduled to be on campus, we wanted to give you one more chance to claim one. This is not a requirement, however, and if a student has their own personal laptop (and charger!) that they would prefer to bring with them to campus, that is just fine!

To request a school Chromebook for your child, there are three steps parents must complete.

1. **Tell us you need a Chromebook** - [Email the Tech Office](#) indicating that you would like to claim a device for your child who does not yet have one from Latin.
2. **Tell us how/when you will get the Chromebook** - In that same email, indicate if you would like to pick up the Chromebook. The options:
 - a. Come Saturday 4/10 Family Day between 11:00 am and 2:00 pm
OR
 - b. Have your child pick up the device at school after the Tech Office has received a signed Tech Agreement and prepared your child's device.
3. **Complete, sign and return the Tech Agreement to the Tech Office** – You can do this online or on paper. (NB: we will add the device serial number).
 - a. If you are coming to the **Family Day on Saturday 4/10 between 11:00 am – 2:00 pm**, we will have paper copies of the form for you to complete and sign, and you can leave with the Chromebook in-hand for Monday classes.
 - b. You may **complete and sign the form online**; we can accept your e-signature. Return this form to techsupport@latinpcs.org so that your child can pick up the Chromebook next week at school when on-campus for class.
 - c. You may also **print the form, sign it on paper, and send it to Latin with your child** bring it to Latin and turn in to the Tech Office, the front office, or his/her advisor. Your child will be given their device once the form has been received.

The Tech Agreement is [HERE](#) and also on the [Tech page](#) of latinpcs.org.

Questions? Please email the Tech Office at techsupport@latinpcs.org.