

Miller Place Union Free School District

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VIA Connect Ed Message

December 11, 2020

RE: Elementary Students Laptop Distribution

Dear Parents and Guardians of Primary and Elementary School Students,

The District is making final preparations for the configuring and distribution of district-provided laptops for elementary students in grades K-5. At this time, primary and elementary school students do not need to carry their laptops to school each day. Teachers will advise students when laptops are needed for classroom instruction.

Parents and guardians may pick up a laptop for Andrew Muller Primary School **and** Laddie A. Decker Sound Beach School children on **Monday, December 14th from 12:00 p.m. - 5:00 p.m. at the main entrance of Andrew Muller Primary School** according to the specific time schedule below.

We will be distributing over 800 devices for both schools at AMPS, so please, if possible, follow the schedule according to your child's last name.

12:00 p.m. - 1:00 p.m.	Students with last names A through C
1:00 p.m. - 2:00 p.m.	Students with last names D through H
2:00 p.m. - 3:00 p.m.	Students with last names I through M
3:00 p.m. - 4:00 p.m.	Students with last names N through S
4:00 p.m. - 5:00 p.m.	Students with last names T through Z

Please review the following important instructions to secure a laptop for your child on December 14th.

- Face coverings must be worn by everyone in order to approach the table where the laptops will be distributed at the AMPS main entrance doors **and** while waiting. You will be asked to wait outside of the building, so please be prepared in case of inclement weather.
- Parents and guardians will be required to complete and sign a *District Computer Loan Agreement* form which will be provided to you when you receive the laptop. Parents/Guardians must pick up their child's laptop – they will not be distributed to students.
- If you are unable to get your child's laptop on December 14th, please contact the building principal to make arrangements to get a laptop on an alternate date.

The District is currently posting student and parent tutorials and support information on the District website at <https://www.millerplace.k12.ny.us/domain/962>. Classroom teachers have been and will continue to provide additional instructions regarding their Google Classrooms.

For assistance with technology, you may contact the District Help Desks as follows.

Andrew Muller Primary School	ampshelpdesk@millerplace.k12.ny.us
Laddie A. Decker Sound Beach School	ladsbshelpdesk@millerplace.k12.ny.us

Thank you for your anticipated cooperation. Should you have additional questions regarding how to pick up a laptop for your child, please contact your child's principal.

Sincerely,

Dr. Marianne F. Cartisano
Superintendent of Schools