

End of the Year Check Out Procedure for Underclassmen

All 9th, 10th, and 11th grade students are required to go through the end of the year iPad checkout process even if they are purchasing their iPads on Friday, May 31 after school or during Period 6 if that is your lunch period. Students must allow at least 30 minutes for the iPad return process.

Students Purchasing Their Device

Students who are purchasing their device must bring their device to the checkout process and go through the required steps. Until this happens their device will not be taken out of the Mobile Device Management and still be under DeLaSalle's control.

Students Not Purchasing Their Device

Students who are not purchasing their device must turn in their school issued iPad with the school issued iPad case, power adapter, and power/sync cable. The iPad Return Checklist must be completed, signed by a parent/guardian, and turned in with the iPad on Friday, May 31. It is important to note that you will be charged the deductible/repair cost for broken devices as well as replacement cost for any missing items. Families that chose the Deposit Protection Plan will be charged for all damages to the iPad and accessories not covered under warranty.

In summary, bring the following equipment on Friday, May 31:

- iPad in school issued iPad case
- Power Adapter
- Power/Sync Cable
- Completed and signed iPad Return Checklist

Students should report to the following location depending on which grade they are in to return the iPad:

- Last Names A-K -- Florance Center
- Last Names L-Z -- LL Gray Gym
- All students who purchased devices -- Thies Creative Lab

iPad Return Checklist

(This form must be filled out and returned with iPad)

Item	Yes	No	Parent Initials	Staff Initials
Screen is damaged				
Body is damaged				
Power Adapter is damaged/lost				
Power/Sync Cable is damaged/lost				
Screen problems (e.g. brightness is not adjustable, dead pixels, blank spots, etc.)				
Microphone is damaged				
Speaker is damaged				
Battery is damaged (does not fully charge or last full school day)				
Home button is damaged				
iCloud and iTunes signed out MUST BE DONE			X	
iPad Wiped MUST BE DONE only at checkout			X	

Comments or other issues with this iPad:

Student Name:

Student ID Number:

Student Signature:

Parent/Guardian Signature:

Date:

iPad Purchased Checklist

Student Name:

Student Grade:

Student ID Number:

Item	Completed
Signed Out of iCloud	
Device Wiped	
Paid for Device	

iPad Purchased Checklist

Student Name:

Student Grade:

Student ID Number:

Item	Completed
Signed Out of iCloud	
Device Wiped	
Paid for Device	