Questions? Concerns? Email me at **rjones@pleasantonusd.net** or call my work cell at **925-784-0439**

2021 Chromebook Return @ Walnut Grove

Link to blank collection form	**Link to How-To video**

Step 1: Fill out the **C**hromebook **C**ollection **F**orm

The form covers all the questions we would have to ask you, making drop off go <u>much</u> faster.
- The "**Asset Tag Number**" is on a barcode sticker on the bottom of the Chromebook. They usually are 10 or 12 digits long, and usually say "*Pleasanton USD*" or "*PUSD Asset*".
- Most devices at Walnut Grove were handed out without cases or sleeves. Please include the case if one was provided to you.
- If you are returning a **Hotspot** with your Chromebook please note it's Asset Tag in the "*Additional Notes*" section.

<u>Once you have completed the form please place it inside the Chromebook, between keyboard and screen, like a bookmark in a book.</u>

Step 2: See what day to drop off

Last Name begins with:		
A-H: June 1	**I-P**: June 2	**Q-Z & Make-Ups**: June 3
Morning Return: **9am - Noon** Afternoon Return: **1-3pm**	Morning Return: **9am - Noon** Afternoon Return: **1-3pm**	Morning Return: **9am - Noon** Afternoon Return: **1-3pm**

I know a lot of families are planning vacations that may not work with these days. Come whatever day works for your family, if I can get 85-90% of people on the correct day I'll consider it a success.

Step 3: Dropping off the Chromebook

Dropoff will be done at the front loop at Walnut Grove. Parents will drive through the outer loop and hand off their devices to a staff member.
Those who do not have their forms filled out will need to park and walk up to the front of the school where there will be tables with blank forms available. The front parking lot will be unavailable on pickup days.