Dear West Mercer Families,

We would like to provide additional information for the process of picking up your child’s iPad on the dates below in bold. It is important that you take a few minutes to read through this information carefully to help ensure that the process is as safe and efficient as possible.

If you already picked up your student’s MISD iPad in the spring, you are already done (yay). Your student will continue to use the same iPad for the 2020-21 School Year. Our IT Department will be able to update the applications and image on your student’s iPad remotely. If you have not already picked up your child’s iPad, please continue reading.

Student iPads for West Mercer are available for pick up on the following dates:

**Wednesday August 19th 9-noon**

**Wednesday August 26th 9-noon**

**What do I need to do before I arrive?**

Before you arrive to pick up your child’s iPad. Please be sure that you have completed the [RSVP process](#). During the RSVP process, you will be asked to review and sign the iPad Acceptable Use Agreement and you will have the option to purchase the optional iPad insurance. If you are interested in purchasing the optional insurance, please use the [online payment system](#), we will not collect checks or cash onsite. You do not need to complete a form or request an iPad for your student. We have prepared iPads for all MISD students, including students who plan to use MI-Online.

More information about the RSVP process can be found on our website. The full iPad Acceptable Use Agreement and information about the insurance program can be found here.

The [online payment system](#) can be used to pay building fees and purchase the optional insurance.

**What do I need to bring with me to pick up the iPad?**
Families should drive through the iPad Pickup process to help ensure that we can maintain physical distancing and minimize contact with other families. Staff will be wearing the appropriate personal protection equipment (PPE), such as gloves and face masks, and we encourage families to do the same. Please bring a sheet of paper with the students full name, grade and student id to show to the staff member so that we can locate your child's iPad quickly. If you do not know your child's student id, you can locate it in Skyward. Attached is a Sample Name Sheet.pdf that you can simply use a marker to create your own.

The attached WM iPad Map shows the entrance and exit paths that all families should follow. It is important to follow this path to minimize traffic congestion and to help ensure that the pickup is safe and efficient.

Do I need to do anything after I pick up the iPad?

We will provide your student with the iPad, iPad case and a charger. The iPad will be configured for your individual student(s) and has applications pre-installed for their grade level. Your child’s teacher will provide you with instructions on how to access their classroom resources on the iPad during the first week of school. Our Instructional Technology Team is developing parent support resources that will be shared in the coming weeks to help families navigate the iPad and instructional tools. Additional support is available by contacting our helpdesk at elem.techs@mercerislandschools.org.