

2015 End of Year iPad Requirements

At the end of the school year students will be checking in their iPads according to this schedule:

- Seniors: May 21st 8:00 A.M. to 12:30 P.M.
- Freshman, Sophomores & Juniors: May 26 - May 27 all day

Somebody from the Tech Department will be in the commons to collect your iPad. You can pick up a check-in sheet at the office starting May 20th, please fill it out as accurately as possible. Each iPad will be checked for issues before accepting it and the check-in sheet will help speed up that process. You will be receiving the same device next year, so you are welcome to leave your case with the device. Somebody **from the Tech Department** needs to initial and sign your check-in sheet.

Please make sure you don't need your iPad for a final BEFORE you turn it in, once it is turned in we can't give it back.

1. iPad should be charged to at least 50 percent before turning it in.
2. Fill out name slip.
3. Back up your files to google drive or some other cloud service.
4. Perform iCloud back-up, disable find my iPad and then wipe iPad.
5. Fill out check in sheet taking note of any issues with the device.
6. Take check in sheet, name slip, iPad + charger to tech person to complete check in.
7. Take completed check-in sheet to Mrs. Eyre & pay any fines if applicable.