

# Computer Distribution Procedures

Please review the following guidelines for computer distribution. Depending on the weather, I may need to change the day and time so please be flexible.

- Wednesday, 3/24/20, 8:00                      6<sup>th</sup> Grade Distribution
- Friday, 3/27/20, 8:00                            7<sup>th</sup> grade Distribution
- Friday, 3/27/20, 10:00                         8<sup>th</sup> Grade Distribution

In order to expedite the distribution procedures, parents and guardians are expected to follow this traffic pattern. The health and safety of everyone shall be a priority so please be patient while waiting in your car. Be respectful of each other and wait for your turn.

- 1) Proceed southbound on Paso Robles Ave. coming from Plummer (similar to our valet parking procedures in the morning).
- 2) Continue southbound on Paso Robles towards Prairie St.
- 3) After the stop sign, turn right onto Prairie St.
- 4) Then turn right into the Prairie parking lot.
- 5) Remain in your car and a staff member will hand you the computer.
- 6) Complete the colored form (student and parent signatures required).
- 7) Before you exit the parking lot, you will need to show a student ID to verify the information on the form you completed.

If you have transportation issues, please email Mr. Betancourt at [mx3536@lausd.net](mailto:mx3536@lausd.net) to make arrangements. For the safety of all, we need everyone to remain in their cars.

If you have more than one child at Holmes, come on the day of the youngest Holmes student. Bring both children.

While my custodial staff has disinfected the computers and chargers to the best of their abilities, it is recommended you do the same before your child uses them.

## What to bring with you on the distribution day?

- 1) Student(s) comes with you.
- 2) Student ID: physical ID card, print out from Schoology, or anything that shows their picture and name
- 3) Black/blue pen to fill out the form. For the safety of everyone, we will not have pens available.
- 4) Grocery bag so that you can place the computer inside there.
- 5) PATIENCE.....

Should you have any questions about computer distribution, please email Mr. Betancourt at [mx3536@lausd.net](mailto:mx3536@lausd.net).

In the event we do not have enough computers, the district will provide me with additional devices next week. Should that be the case or the weather changes, the distribution day and time may change.