New Laptop Lending Distribution Plan

To accelerate the distribution of laptops to students who need them, Duval County Public Schools is **expanding** the time and **distribution locations** for families who still need technology for their children.

If you still need a laptop for your family **(up to two devices per family with multiple children)**, please carefully follow the **process** below to ensure a safe and controlled delivery process:

**Step 1:** Carefully **read the information to know** below before you arrive at the distribution site.

**Step 2:** Look at the list of distribution sites and **identify the site most convenient to you**.

**Step 3:** Determine **when you need to arrive**.

**Step 4:** Prepare to wait. To keep track of who is receiving each laptop, the check-out process takes time.

**Step 1:**

**Information to know** before you get in line:

1. **If your children have computer access at home, please do not check out a school laptop.** Our process for lending school laptops is meant for students who have no other access to technology.

2. **If you have multiple children who need laptops, please plan on sharing.** Online learning is less structured and permits computer sharing within homes. To ensure all students have access, we will **limit distribution of laptops to two per family with multiple students**.

3. **What to bring:**
   1. **Students must be present** to receive a laptop.
   2. The student must have student ID (or provide **student ID number**) showing enrollment in a district managed public school. (Charter school students must contact their charter school for support.)
   3. Elementary and middle school students must be **accompanied by a parent**.

4. Families will be responsible for all technology checked out. If not returned, families will be financially liable to pay for the laptop.

**Step 2:**

**Find the location most convenient to you**

**Because of city directions for social distancing, you must arrive by car or truck.** If you are not in a vehicle, you will not be allowed on the school campus. Here are the 10 distribution sites:

1. Ed White High School
2. Duncan U. Fletcher High School
3. Mandarin High School
4. Jean Ribault High School
5. Robert E. Lee High School
6. First Coast High School
7. Jefferson Davis Middle School
8. Kernan Middle School
9. LaVilla Middle School
10. Mandarin Middle School
Step 3: Determine when to arrive – SEE BELOW
For safety, traffic control, social distancing and many other factors, we request you adhere to the following schedule.

- Determine the day based on the first letter of your oldest child’s last name.
- Determine the time of day based on that child’s grade level.
- If you have more than one child, bring all your children and we will serve your family at one time.
- Distribution will be limited to two laptops per family with multiple children.
- The school gate will close at 5:30 p.m. on March 25-27. Cars not inside the school gate by 5:30 p.m. will need to return on Saturday, March 28.

**Wednesday, March 25:** Students whose last name begins with the letter A-D
1 p.m. to 2 p.m.  High school students
2 p.m. to 3 p.m.  Middle school students
3 p.m. to 4 p.m.  **Elementary school students**
4 p.m. to 5 p.m.  A-D students who cannot come at the time above

**Thursday, March 26:** Students whose last name begins with the letter E-O
8 a.m. to 10 a.m.  High school students
11 a.m. to 1 p.m.  Middle school students
**1 p.m. to 3 p.m.**  **Elementary school students**
3 p.m. to 5 p.m.  E-O students who cannot come at the time above

**Friday, March 27:** Students whose last name begins with the letter P-Z
8 a.m. to 10 a.m.  High school students
11 a.m. to 1 p.m.  Middle school students
**1 p.m. to 3 p.m.**  **Elementary school students**
3 p.m. to 5 p.m.  P-Z students who cannot come at the time above

**Saturday, March 28:** Any student who has not received a device.
9 a.m. to Noon