

SENIOR CHECK-OUT & DEVICE COLLECTION

THURSDAY - JUNE 12TH

Seniors who have A) already passed classes, and B) have no other special activities planned by instructors, are to be in the Commons during their assigned time to complete tasks. Seniors will not be allowed to roam halls or visit classrooms for social purposes because instruction is still taking place for other students. Seniors will receive a check-out ticket in the main entrance foyer and will then report to the commons to begin completing tasks, seniors must complete all tasks on the tickets sheet.

Sechin Tower
Principal

We are preparing to collect all district issued student devices. If your student has a Chromebook or PC Laptop assigned to them, we are asking that they be returned.

Performing this collection will allow the district to be sure devices are cleaned and ready for the next school year. We ask that any Everett student device that you may have at home be returned. After the devices are returned, they will be scanned into our inventory system. You will receive an automated email stating that the device has been returned when the scanning is complete.

Your student will be returning all peripherals along with their device, including chargers and styluses. In preparation for the device collection, please share this checklist with your student to make sure their computer is ready:

- ✓ Make sure you have your charger and pen. If not, you will be fined for a lost peripheral.
- ✓ Inspect your computer for damages. If anything on the computer is broken (ex. Cracked screen), take a mental note so that you can report the damage.
- ✓ Wrap your charger cord neatly and securely.
- ✓ Remove any stickers or decals from your computer.
- ✓ Complete the Device Self-Assessment Form (attached)
- ✓ EPS hotspot (if you were issued one)

Seniors will also be:

- ✓ Completing Naviance Tasks
- ✓ Clearing all fines
- ✓ Picking up honor cords if awarded
- ✓ Completing transcript requests

Please complete the Device Self-Assessment Form (attached), then return your device to the Jackson cafeteria during your designated time. Please leave campus after you return your device.

ALPHA (LAST NAME)	ASSIGNED TIME
A – E	8:30 – 9:15 am
F – J	9:15 – 10:00 am
K – O	10:00 – 10:30 pm
P – T	12:15 – 1:00 pm
R – Z	1:00 – 1:45 pm

Classes are still in session for other students, so seniors are not allowed in the halls or classrooms on June 12.

Remember to bring all Textbooks & Library books, we will have a station on the stage to collect everything



@HMJacksonHS



hmjacksonhs

**2024-2025
HIGH SCHOOL DEVICE
SELF-ASSESSMENT FORM**

6 digit # located on white barcode sticker

District/Asset Tag #:

Name:

Student ID:

Please circle **YES** (turned in) or **NO** (Missing)
items.

	Turned in (Circle)	Missing (Circle)
Laptop / Chromebook	Yes	No
Pen	Yes	No
Charger	Yes	No
Asset tag	Yes	No
Hotspot (if applicable) Asset#:	Yes	No
Hotspot Charger (if applicable)	Yes	No

Any damages? (Circle them)		
Broken Charger	Broken Stylus	Cracked Screen
Damaged Ports	Missing keys	Damaged Hinges
Other:		

Damages and missing peripherals will also be assessed by the IT team when checking in the device.

NOTE: *No fine* will be assessed for the 1st damage of the school year. If you have fines that you believe may be eligible for appeal, please submit a Request for Fine Waiver Form (available in the Treasurer's office).

Teacher/staff initials: _____