



July 21, 2021

Subject: **Laptop Pick-Up**

Dear Families of Students in Grades 5-12,

Perrysburg Schools is continuing its one-to-one technology program this school year, where all students in grades 5-12 are issued a laptop for use in class and to take home with payment of the yearly take-home assessment. There will be two dates available for laptop pick-up:

Tuesday, August 3rd and Wednesday, August 11th from 8:00 a.m. to 5:00 p.m. at Perrysburg High School (13385 Roachton Road). Please make plans to attend one of the two dates to ensure your student has a laptop to start the school year. **Students in grades 6, 7, 8, 10, 11 and 12 who already have a school-issued device do not need to attend. All 5th and 9th grade students need to attend laptop pick-up, as well as all NEW students in grades 5-12.**

If you are leaving the school district, laptops and chargers can be dropped off at 1200 Flagship Dr., Perrysburg, Ohio 43551. Please schedule an appointment at: <https://perrysburg-technology.appointlet.com/s/support>.

If your student's laptop is damaged or non-functional, please submit a help desk ticket at: <https://perrysburgschools.on.spiceworks.com/portal/>.

This will be a drive-through, no-contact process. A map with the traffic flow pattern for the events may be found here: https://bit.ly/2021_TrafficFlowMap. Parents/Guardians are asked to pay online at <https://payschoolscentral.com/#/user/login>. Please bring your proof of payment in the form of the emailed confirmation from PaySchools — you may show it on a phone or other device if you would rather not print it.

- **All 5th and 9th grade students need to attend laptop pickup to obtain a new Chromebook** to use for school work.
 - Eligible 8th graders are able to keep the Chromebooks they were issued for grades 5-8 for their own personal use.
 - If you would like to have your device reimaged for personal use, please bring it with you when picking up your new laptop. If you would like to donate your old Chromebook back to the school district for in-home use for students in need, you may drop it off during the laptop distribution as well.
 - Any 5th-12th grade student new to the school district will receive a Chromebook.

Please be advised that students are required to provide a protective case and/or bag for their school-issued device. We recommend a dedicated bag, suitable for an 11.6" laptop, that is NOT used for carrying books or other school materials.

Information for families interested in purchasing an additional insurance plan from an outside provider may be found at: https://bit.ly/laptop_insurance. By choosing not to purchase additional insurance, you are accepting the standard warranty coverage provided by the school district as described in the Laptop Guidelines and Agreements document found here:

<https://bit.ly/laptopGuidelinesAgreements>. If you would like to insure an older device that has not been enrolled previously, it will need to be inspected prior to enrollment. Inspections will be conducted by school building technicians after school is in session. Please have your student bring their device to the building's technology office to receive an enrollment code upon a successful inspection.

The annual assessment for a Chromebook is \$25. Fees and assessments will be available to be paid online on or after Monday, July 26, 2021. In order to make this process as efficient as possible, we strongly recommended that assessment fees be paid in advance via PaySchools or by credit card on the day of the event. If that is not an option for you, accommodations will be made for payment by cash or check but please expect that extra time will be required to process this method of payment. The yearly laptop assessment is separate from the insurance coverage being offered.

Below are the steps to register at PaySchools Central to make your online payment:

1. To register, please visit payschoolscentral.com and select the Register option below the Email and Password fields. The 9-digit Student ID Number is required to register: <<First Name>> - <<Student Id>>.
2. Once on the 'New User Registration' page, please fill out all required fields marked by a red asterisk. Be sure to check the User Agreement and click the box before selecting Register.
3. Once the registration has been submitted, a message will be delivered to your email account with a link to activate your account and set your password. This link is ONLY VALID FOR 30 MINUTES. If you do not activate the link within the allotted time, please return to payschoolscentral.com and use the Forgot Password link to request a new email.
4. You will then enter your email, password and confirm to complete registration.

Password Recovery for PaySchools

1. If you forget your password, please use the Forgot Password link on the login page.
2. Choose whether you would like to receive an email link or a text code to reset your password.

Add Payment Methods for PaySchools

1. To access payment methods, go to the User menu at the top right and click the dropdown.
2. Choose Manage Payment Methods, and then press the Add New Payment button.
3. Enter the payment type and nickname.
 1. For direct debit/ACH - enter the account type, routing and account numbers.
 2. For Credit Card - enter the credit card number, expiration date and the 3-digit card verification value (CVV) on the back of the card.
4. Read the Payment terms and conditions, check the box to acknowledge.
5. Press submit to add the account.

Please be advised that the online payment site is more suited for a laptop, but the PaySchools app is formatted for a mobile device.

Fee payments are handled individually by each school. Please refer questions regarding fees or fee payments to your school office. Please note that general fees, course fees and laptop assessments can be waived if your child is approved for the Free/Reduced Meal Program. The application form may be found at:

<https://www.perrysburgschools.net/FreeorReducedPriceMealApplication.aspx>. Paper copies

may be obtained at Central Office located at 140 East Indiana Avenue, Perrysburg, Ohio. A new form MUST be completed every year. For questions regarding this program, please contact Lila Szozda, Child Nutrition Director, at 419-874-9131, ext. 2138 or via email at lszozda@perrysburgschools.net.

If you have questions about the device pickup, please feel free to email the technology department at tech_notify@perrysburgschools.net.

Sincerely,
Brent Shafer
Director of Technology