

**2017 Certified Staff Laptop Upgrades**

If you currently have a laptop that is directly assigned to you, we will be upgrading your office suite to 2013 with outlook 2016 and making additional changes to your laptop if you are changing schools. We will be also be doing hard drive upgrades and may be changing batteries on the unit. This upgrade will help with the speed of your laptop, along with possibly extending your battery life.

**We will need your laptop even if we have already upgraded your hard drive over the past year, as we will need to upgrade your office suite and outlook email.**

Today's Date: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Personal Phone Number: \_\_\_\_\_

2017-2018 School/Room Number: \_\_\_\_\_

User Name/Password: \_\_\_\_\_

Please check below on what you would like us to back up and move:

Desktop Data       Firefox Bookmarks       Chrome Bookmarks

Any data stored in other places or data that is non-school related, should be backed up onto your own personal external device before turning in your laptop for the upgrade. Examples are iTunes music, home photos, etc.

**Drop off Schedule is based on your 2017-2018 school assignment:**

- A - Who:** 2017-2018 High School and North Teachers/Other Certified Staff (Summer School Teachers see option C)  
**Drop Off Date:** June 12<sup>th</sup> through June 16<sup>th</sup> (Between hours 9am-11am or 1pm-3pm)  
**Drop off Location:** High School 145  
**Completion Date:** June 30<sup>th</sup> (If it is completed earlier, we will contact you)  
**Pick Up Location:** High School 145
  
- B - Who:** 2017-2018 Riverside, Valley View, and Ben Franklin Teachers/Other Certified Staff (Summer School Teachers see option C)  
**Drop off Date:** July 10<sup>th</sup> Through July 14<sup>th</sup> (Between hours 9am-11am or 1pm-3pm)  
**Drop off Location:** High School 145  
**Completion Date:** July 28<sup>th</sup> (If it is completed earlier, we will contact you)  
**Pick Up Location:** 2017-2018 Classroom/Office
  
- C - Who:** 2017-2018 Shady Lane Teachers/Other Certified Staff & All Summer School Teachers  
**Drop off Date:** July 27<sup>th</sup>-28<sup>th</sup> and July 31<sup>st</sup>-August 4<sup>th</sup> (Between hours 9am-11am or 12pm-3pm)  
**Drop off Location:** High School 145  
**Completion Date:** August 18<sup>th</sup> (If it is completed earlier, we will contact you)  
**Pick Up Location:** 2017-2018 Classroom/Office