



# LORAIN CITY SCHOOLS

Patrick Coleman, Principal  
Lorain High School

## LHS Families!

We are ready to get you your laptops! Below you will find all of the important details with respect to picking up your child's device.

### When should I plan on coming up?

Date	Time	Alphabet that is Picking up	Breakdown
Friday, 8/28/20	11:00am - 3:00pm	A - E	<b>A</b> (11:00-12:00), <b>B</b> (12:00-1:00) <b>C</b> (1:00-2:00) <b>D&amp;E</b> (2:00-3:00)
Monday 8/31/20	2:00pm - 6:00pm	F - Ma	<b>F&amp;G</b> (2:00-3:00) <b>H&amp;I</b> (3:00-4:00) <b>J&amp;K</b> (4:00-5:00) <b>L-Ma</b> (5:00-6:00)
Tuesday 9/1/20	11:00am - 3:00pm	Mc - R	<b>Mc-My</b> (11:00-12:00) <b>N-O</b> (12:00-1:00) <b>P-Q</b> (1:00-2:00) <b>R</b> (2:00-3:00)
Wednesday 9/2/20	12:00pm- 3:00pm	S - Z	<b>S</b> (12:00-1:00) <b>T-V</b> (1:00-2:00) <b>W-Z</b> (2:00-3:00)
Thursday 9/3/20	5:00pm - 7:00pm	A - Z	<b>Any student that has not picked up their laptop (5:00-7:00)</b>

**Where should I enter the Lorain High School Campus?** You can use either the E.26<sup>th</sup> or E 24<sup>th</sup> street entrances! You will pull around to south east corner of "C" building where we will be greeting you outside our auto tech lab.

Map of Lorain High School laptop pick up traffic flow





## LHS Laptop Distribution Plan con't

### What will I need to bring?

- **Updated Emergency Medical Authorization** – We will provide blank copies to be filled out when you arrive, if needed.
- **Proof of Address** – Must include name, address and date
  - Utility Bill (last 60 days) or
  - Voter registration card
  - Bank statement
  - Government Check
  - Pay Check
  - Property Taxes
  - Housing Rental Contract (current year)
  - Mortgage Documents (current year)
  - Official state or local government letter or document on letterhead or with official seal.

**\*\*If the parent/guardian does not have a POA in their name and resides with someone (friend/family) we need a proof of address in the name of the person they reside with...\*\***

No cell phone bills, No insurance bills, No medical documents, No court documents

### What safety protocols will be in place?

This will be a curbside pickup, you will not need to get out of your car, your computer will be wiped down with disinfectant, and anyone greeting you or handling your computer will be wearing a mask and gloves.

***If you have questions or concerns about this process, as always, please email me at [pcoleman@loraincsd.org](mailto:pcoleman@loraincsd.org).***

Best,

Mr. Patrick Coleman  
Principal – Lorain High School