

# MUSKEGON CATHOLIC CENTRAL

## SENIOR CHROMEBOOK EXIT INSPECTION PROCESS & SCHEDULE 2017

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### PREPARATION FOR TECHNOLOGY EXIT INSPECTIONS (TO BE COMPLETED MAY 9-14)

You can make your check-in process go more quickly by completing these steps before check-in day.

- Return all loaner Chromebooks and chargers ASAP. You are responsible for anything you've borrowed and haven't returned! If you're unsure whether you have any loaners out, contact Mrs. Plyler at [kplyler@muskegoncatholic.org](mailto:kplyler@muskegoncatholic.org) or stop by Room 183.
- Verify with your instructors the last date you'll need a Chromebook. Please do not return your equipment before that date. Loaners will not be issued to students who have already been signed off for technology.
- Prepare your equipment for check-in. **Personal stickers** and any residue left behind must be removed. But stickers with your **username and serial number should remain intact**. Missing username/ serial number stickers will slow down your check-in process. You may stop by Room 183 by May 12th for replacement stickers. But please allow time for serial numbers to be retrieved.
- If an item is damaged, complete the Chromebook Damage Report now. It's on the MCC website under Academics> Technology> Files & Links. This will save you time during the check-in process.
- If an item is missing, have a check made out to Muskegon Catholic Central for the replacement cost of the item(s). Be sure to include the cost of any missing loaners.

### REPLACEMENT COST

If an item is missing, bring cash or a check written to Muskegon Catholic Central to cover replacement costs as follows. If paying with cash, please bring the exact amount due.

- Chromebook: \$220.00
- Charger: \$25.00
- Carrying Case: \$50.00

### DATES

Technology exit inspections for seniors will be held on the following dates and times:

- Monday, May 15th 8am-12:00pm/ 1-4pm
- Tuesday, May 16th 8am-12:00pm/ 1-4pm

Location: Technology Office, Room 183

## **CHECK-IN PROCESS**

- Bring your Chromebook, charger, case, any loaner items you've borrowed, and a check if payment is due to room 183 during the dates and times listed.
- If there are any personal stickers that still need to be removed, cleaning supplies will be available. Please do so before proceeding to the counter with your equipment for inspection.
- Set your Chromebook on the counter, inside of it's case, and plug it into your charger.
- Boot the Chromebook up and wait for it to be inspected.
- If you haven't already completed the Chromebook Damage Report for any items needing repair, you will need to do so now.
- Present payment for any missing items per the replacement costs listed.

## **TECHNOLOGY DEPARTMENT SIGN-OFF**

Once all equipment has been inspected and any applicable fees have been paid, the check-in form will be signed by Mrs. Plyler. If any items are missing, you can turn in what you have. But your sheet won't be signed until all items are returned or paid for.