

March 25, 2020

Dear Union Colony Family,

Union Colony staff is working toward providing **virtual educational opportunities** beginning the first of April. Expect to hear from us with direct instructions this week and early next week. Enjoy your close family time while we're getting prepared.

180 chromebooks were distributed on Monday. We have over 800 students and under 300 chromebooks. Therefore, we distributed one per family not knowing if we would have enough for every student. Thankfully, many families have devices at home and are not in need of a chromebook.

We are having a **second chromebook distribution this Saturday**, March 28 from 9:00-10:00a.m. at the **Elementary ONLY**. This gives an additional opportunity for families (Preparatory included) who don't have a device at home, and families with siblings can get more than one device.

To ensure a **safe** and efficient process for **checking out** Chromebooks, please do the following:

- Arrive at the Elementary parking lot at 1051 29th Street Road in Evans on Saturday between 9:00 and 10:00 am.
- Enter through the drive-through lane.
- Write your child's name, grade, parent phone number and parent email address on a piece of paper in large letters so it can be seen through the car window from at least six feet away. A staff member will take a picture of this information through your car window so we have accurate information to contact you in the future.
  - [Use this template if possible](#) - click on the blue link to open. Click on "Make a Copy"
- Chromebook identification numbers will be recorded and the device will be handed to you through the window.
- DO NOT GET OUT OF THE CAR.
- Chromebooks will be collected from students when school resumes.
- Please open your chromebook and complete the registration immediately
- If you do not have internet access at home, here's one source - Comcast Access:
  - <https://meet.google.com/linkredirect?authuser=0&dest=https%3A%2F%2Fwww.internetessentials.com%2F covid19>

We appreciate your patience and grace as we work hard to ensure our families have what they need and our students are able to re-engage in their education. Please continue to check our texts and emails for updates. Circumstances are changing rapidly, and we will continue to communicate new information on a regular basis.

Sincerely,  
Jim Anderson  
Director