



SGUSD

Elementary Device Distribution



Where:

All distribution of San Gabriel Unified devices for all schools will take place at Jefferson Middle School.

- **Jefferson Middle School (JMS)– Outside of Main Office**
1372 East Las Tunas Drive San Gabriel, CA 91776

When:

To ensure physical distancing and safety protocols, please arrive at your school sites designated time.

Wednesday, August 12 th	Thursday, August 13 th
Roosevelt 2 PM – 3 PM Wilson and Washington 3 PM – 5 PM	McKinley 1 PM – 3 PM Coolidge 3PM – 4 PM

How*:

What tech distribution will look like:

1. Parents park in the main parking lot at JMS
2. Walk to front of JMS main office
3. Find respective school site’s table (tables will have sign indicating school name)
4. Techs at table will ask for student’s name
 - a. Techs will verify student in Aeries Student Information System
 - b. Techs will check for signed/acknowledged agreement in Aeries Registration Portal
5. After all checks verified, hand parent/student Chromebook and/or hotspot
6. Parent takes device and leaves parking lot

*Important notes:

- This is only for students who need a device at home and have not already checked one out from SGUSD
- If parents cannot attend these days, they can call the office manager to setup an appointment to pick-up a device at the respective school site
- Student that already have devices needing repair will need to schedule an appointment with their respective school site. There will not be time to service devices during the distribution process. Thank you!