



## Information Technology Department

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September 2, 2021

Dear Washington Township Parents,

I hope the summer was restful for you and your families and your child(ren) are excited to be back with us! We have been working hard in Technology to prepare and distribute devices to our students as quickly as possible, but many are still in need of devices for a variety of reasons.

Please read the following procedure information very carefully regarding device pickup to help ensure a smooth process and that all expectations are met:

**Returning students who entered 3<sup>rd</sup> or 9<sup>th</sup> grade only:** we will host a makeup session for pickups on Tuesday, September 7, 2021 from 3:00pm – 7:30pm in the High School Core main lobby. Reservations are not required. **Please remember to bring the old device, charger, and cable to be returned.** Your student(s) do not need to be present.

**Any transfer student** who is still in need of a device, please complete the [brief survey linked here](#). Technology will reach out to you to make arrangements as quickly as possible.

**Pre-K and/or new Kindergarten students,** iPads and cases are expected any day now. Once they arrive, we will expedite setup as much as possible. More information regarding distribution will be provided as we get closer to that time.

Any questions or concerns regarding this should be directed to [studenthelp@wtps.org](mailto:studenthelp@wtps.org).

Thank you,

A handwritten signature in black ink, appearing to read 'M. Joseph Konecki'.

M. Joseph Konecki

Director of Information Technology