



CALVARY CHRISTIAN ACADEMY

Chromebook Management Provisioning Fillable PDF Form

All **new** K-8th grade students **and** returning students with a **replaced Chromebook** must drop-off their Chromebook to **school administration office**, so that he may provision it to use in the classroom.

Returning students with the same device do not need to drop off their devices.

Who: All **new** students and returning K-8 students that have a Chromebook that has not been provisioned.

Instructions: Bring your fully charged Chromebook with this completed form to the CCA office.

When: During school office hours, Monday-Thursday from 8 am - 4 pm, and Friday from 8 am – 12:30 pm

Pick-up: The school office will contact you when the Chromebook is ready for pickup.

Important details:

1. A new device requires being plugged in and the lid opened to start up the first time.
2. Chromebooks must be **FULLY** charged at the time of drop off.
3. If the device has been signed in we will **WIPE** the device and reset it to factory settings.
4. The device will be **labeled** with the student’s name in the top left/right corner. This label must remain on the device and be visible at all times.

Student Name	Grade	Parent Phone Number:
Chromebook Make <input type="checkbox"/> Acer <input type="checkbox"/> Asus <input type="checkbox"/> Dell <input type="checkbox"/> HP <input type="checkbox"/> Lenovo <input type="checkbox"/> Toshiba <input type="checkbox"/> Samsung <input type="checkbox"/> Other: _____		Serial Number: <hr/> (Usually found on the bottom of the device)
Person Dropping Off Chromebook:		Date/Time:
Person Picking Up Chromebook:		Date/Time: