Dear Parent(s),

Thank you for participating in the LRSD parent survey to select an instructional option for Fall 2020. Otter Creek Elementary has developed a plan to distribute instructional materials and school supplies to ALL of our “Virtual” students. Parents may also request chromebooks via the LRSD Hand Receipt. We must have a completed Hand Receipt for each student requesting a device.

DISTRIBUTION DATES & TIMES
(FOR VIRTUAL STUDENTS ONLY)

<table>
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<tr>
<th>Wednesday, August 19th</th>
<th>Thursday, August 20th</th>
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<td>4:00 p.m. – 7:00 p.m.</td>
<td>10:00 a.m. – 3:00 p.m.</td>
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Pick Up Location: Otter Creek Elementary School

The online Hand Receipt to accept responsibility for a chromebook MUST BE COMPLETED BEFORE the pick-up date.
Click or enter the link to complete the form: Online Hand Receipt
https://forms.gle/ZeNcjkr25gPTd1pw9

Please follow the steps below to ensure a fast & safe distribution.

**REMARKER: You will not be able to come in the building. A staff member will meet you at your vehicle.**

1. Complete the online Hand Receipt to accept responsibility for a chromebook BEFORE you arrive. You may click HERE to access the Hand Receipt.
2. Upon arriving at the school, please DO NOT get out of your vehicle.
3. Call the main office phone of the school at (501) 447-5800 and give your name and the names of your “Virtual” student(s). If you are picking up chromebooks, provide that information, too, to the person on the phone.
4. ALL “Virtual” students will receive a packet of school supplies and instructional materials.
5. If you are picking up ChromeBook(s), an OCES staff member will verify that the online Hand Receipt has been completed for EACH student requesting a device.
6. Once verified, a staff member will deliver device(s) requested along with instructional materials and school supplies.
7. Once verified, a staff member will deliver the number of chromebooks requested along with instructional materials and school supplies.
8. If you have children in more than one grade, you will receive everything in one visit. Also, if you cannot come at the designated time, please make arrangements for a representative to come for you.

OTTER CREEK ELEMENTARY SCHOOL APPRECIATES YOUR SUPPORT!