Dear Parent(s) of Henderson Middle School.

Thank you for responding to the LRSD Ready for Learning Survey. You are receiving this email because you have selected the option for your child to attend school virtually. The district has created a plan to assist you if your child needs to check-out a Chromebook for Virtual Learning.

**Pick Up Date**
**Thursday, August 20th**

**Time**
6th grade 9:00 AM – 11:00 AM  
7th/8th grade 11:00 AM - 1:00 PM

The Online Hand Receipt to accept responsibility for the device **MUST BE COMPLETED BEFORE** the pick-up date.

Click the link to complete the form: [https://forms.gle/ZeNcjkr25gPTd1pw9](https://forms.gle/ZeNcjkr25gPTd1pw9)

**Pick Up Location**

Devices **must** be picked up in front of Henderson Middle School.

**Please follow the steps below in order to pick up the device.**

**REMINDER:** You will not be able to come in the building. A staff member will bring a device to your car.

1. Complete the online Hand Receipt to accept responsibility for the Chromebook **BEFORE** August 20, 2020. Just click the link [https://forms.gle/ZeNcjkr25gPTd1pw9](https://forms.gle/ZeNcjkr25gPTd1pw9)

2. Upon arriving at the school, please **DO NOT** get out of your car.

3. Call the main office phone at 447-2800 and give them your name and the names of your student(s).

4. A LRSD staff member will verify that the Hand Receipt has been completed.
   - Once verified, staff member will place the device along with the following information in the trunk of your vehicle; Student’s Schedule, How to log on to the Chromebook and How to use Classlink.

5. If for some reason you cannot come, please try to make arrangements for a representative to come for you. You will need to email Sharon Johnson [Sharon.Johnson@lrsd.org](mailto:Sharon.Johnson@lrsd.org) or Dr. Anthony Bland [Anthony.Bland@lrsd.org](mailto:Anthony.Bland@lrsd.org).
How to Sign In to Chromebooks

Students must use their LRSD Google Accounts in order to access the LRSD resources. Ex: Classlink, Edmentum, Google Classroom, etc.

Username – 123456@students.lrsd.org (6 digit Student ID#)@students.lrsd.org

Password – YYYYMMDDC – 20040829T

Birthdate: 4-digit year, 2-digit month, 2-digit day + First Initial, Capital Letter