

CPS provided [guidelines](#) for distributing devices. Here is KP's Plan:

- KP will distribute laptops/Chromebooks to students/parents by alphabetical order on:
 - Tuesday, April 14: A - H
 - Wednesday, April 15: I - P
 - Thursday, April 16: Q - Z
 - From 9 AM - Noon, every day
 - STLS students will be given priority
- Communication to Students/Parents:
 - STLS: Andrick
 - Seniors: Andrick
 - 8th Graders: McGregory
 - Diverse Learners: Hopp
 - ELL: Jara
 - 7th - 12th Grades via Remind: Robles
 - Google Classrooms: All Teachers
 - [KP Website](#): Dr. Adams
 - Social Networks: Castro
 - External Partners: Andrick
- All staff will be provided with PPE during the distribution of devices.
- The devices will be provided via Door 9/Kostner Street (the former Middle School Entrance).
- **SECURITY OFFICER A**: Security Officer A will be outside of Door 9, greeting the students/parents and managing the “people control”
 - Blue tape will be used to place 6-foot markers on the ground, to guide students/parents to practice social distancing
- **TABLE A**: Table A, covered by Robles, will be set up outside of Door 9, where students/parents will pick up
 - A KP folder that contains:
 - [CPS Mobile Device Use Agreement](#) form [**FORM**] (copies already printed)
 - [“KP Website Posting for Families during COVID-19 closure 2020”](#) Parent Letter (Eng/Span) (copies already printed)
 - [CPS Getting Connected to the Internet](#) (Eng Only) (copies already printed)
 - [OSP Flier](#) (Eng/Span) (fliers ready)
 - KP pens, provided for free, and NOT collected back
- **TABLE B**: Then, students/parents enter, door will be labeled as “ENTER”, and they will show their completed **FORM** to Table B, covered by Bedoya, who will:
 - Confirm the student's info
 - Confirm that the parent is the guardian, via ASPEN
 - Parent must present an ID, same as an Early Dismissal
 - Confirm that the **FORM** is completed correctly
- **TABLE C**: Finally, students/parents will move to Table C, covered by Figueroa, who will:
 - Collect the **FORM**
 - Assign a device by writing the “Equipment Description” info

- The students/parents exit the building.
- **TABLE D:** There will be a table set up with extra KP polo shirts, t-shirts, and sweaters, available for free to our KP Community.

