CALVARY CHRISTIAN ACADEMY

"Not by might nor by power, but by My Spirit,' Says the Lord of hosts." Zechariah 4:6

Chromebook Management Provisioning

All **new** K-8th grade students **and** returning students with a **replaced Chromebook** must drop-off their Chromebook to **Justin Santa Maria in the school office**, so that he may provision it to the CCA Domain for use on campus.

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

Who: All **new** K-8th grade students and returning Middle School students with replaced devices.

What/Where: Bring your fully charged Chromebook with this underlined 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: Mr. Santa Maria will contact you when the Chromebook is ready for pickup in the CCA office.

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**	**Telephone Number:**
Chromebook Make ☐ Acer ☐ Asus ☐ Dell ☐ HP ☐ Lenovo ☐ Toshiba ☐ Samsung ☐ **Other**	**Serial Number:** **(Usually found on the bottom of the device)**
Person Dropping Off Chromebook:	**Date/Time:**
Person Picking Up Chromebook:	**Date/Time:**