



**TEWMS COMPUTER
CHECKOUT
3/30/20
8:30 AM – 12:30 PM**



Please use **Wells Road** to access the parking lot between TEWMS and WCHS.

The entrance will be in front of the WCHS Performing Arts Center. You will be stopped at the entrance check point to verify your information. Upon entry, you will be directed to the “waiting lane”

The next check point will designate the lane you will go down:

1. **NOT PRE-REGISTERED**: We have a very limited number of computers left to give out. These will be given out on a “first come, first serve” basis.
 - a. If we have a computer to sign out, you will be given a packet of information to complete and sent to lane “A” where you will be instructed to park in a spot closes to the “tent” so you can complete your paperwork. Please wait in your car until someone has come to your window with a computer. The computer will be brought on a cart. The cart will have a basket for you to place your completed packet. You will take the computer and sign the sheet attached to the computer. Please write your student’s name and school number legibly and sign. You will then put the completed form back in the basket.
 - b. If/when we run out of computers, you will be handed a device waiting list form. You will be directed to park in lane A and complete the waiting list form. When the person with the cart comes to your car window, please put the completed form in the box. You will be contacted once we get a device for you to check out. This may take a few days.
2. **Pre-REGISTERED**: You will be instructed to pull into either Lane “B” or “C.” You will drive up behind the car in front of you. Please stay in your car. When you get to the tent, you will be asked to provide your picture ID. We will verify your identity. A cart will be pushed toward your window. Please place your pre-registration confirmation print out in the box and take the computer on the cart. Read and sign (legibly) the form on top and place it in the box.

EXIT out of the same entrance.

Stay healthy and happy as we embark on our new journey through distance learning! ~ TEWMS Wildcat Staff