

## **Ipad check in**

If you are not checking your ipad in with the rest of the cart, follow the directions below for what you do.

### **Leaving early for sports events**

- drop your ipad off in the office in the bin for your cart.

### **Need to keep your ipad for ELT**

- When ipads are checked in, keep yours, but make sure ELT gets marked on the check list for your cart.
- After ELT, take your ipad to the conference room and plug it in on top of the file cabinet
- The next morning at 8:25, go pick up your ipad from the office and take it to class.

### **Ipad needs to be left in the office for an app or repair**

- When ipads are checked in, take yours to the office and fill out a green sheet. Make sure office gets marked on the check list for your cart.
- The next morning at 8:25, go pick up your ipad from the office and take it to class.