

School District of Philadelphia
Powel Elementary School

Laptop Distribution Information

Dear Parents/Guardians,

In an effort to promote equitable access for students, Powel will be distributing Chromebooks to every student who does not have a computer available to them at home. **Chromebook distribution will occur the morning of Friday, April 3rd, at the entrance of the multipurpose room (gym).**

In light of the dangers associated with interaction during this pandemic, and in an effort to ensure the continued safety of every member of our school community, **we strongly urge parents NOT to bring your child(ren) to the school on the day of distribution.** This will both expedite the distribution process and limit the number of individuals interacting.

We will use a “take-out” style procedure to **ensure your safety, and the safety of staff volunteers.** This will also expedite the distribution process and minimize contact:

- Parents will line up **OUTSIDE the building**, maintaining the CDC’s recommended distance of 6 feet (there will be designated markings, *6ft. in distance*, that we ask you to adhere to)
- Parents will pick up laptops **at the entrance of the multi-purpose room** (gym) at their designated time:
 - Student Last Name A-F 9:30 - 10:30
 - Student Last Name G-L 10:30 - 11:30
 - Student Last Name M-S 11:30 - 12:30
 - Student Last Name T-Z 12:30 -1:30
- Staff members will distribute Chromebooks one-to-one, with **no direct contact** .
- Parent/guardian(s) will fill out the required Chromebook lending form and place it in the provided basket.
- There will be signage posted and volunteers to assist you, on the day of distribution.

We thank you, in advance for your cooperation in helping to make this process as safe, smooth, and seamless, as possible.

If you have any questions, please email Principal Ellerbee at kellerbee@philasd.org.