



ELIZABETH FORWARD SCHOOL DISTRICT

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Student & Staff iPad Collection Instructions

High School Senior Collection Date –	<u>Monday, May 22nd</u>
Middle School Collection Date –	<u>Tuesday, May 23rd</u>
William Penn ES Collection Date –	<u>Wednesday, May 24th</u>
Mt. Vernon & Greenock ES Collection Date –	<u>Thursday, May 25th</u>
Central ES Collection Date –	<u>Friday, May 26th</u>
High School Collection Date –	<u>Tuesday, May 30th</u>
High School Collection Date –	<u>Wednesday, May 31st</u>

**** Please do not ERASE the iPad ****

- 1 Remove any student placed stickers from case, papers, and other loose items from the device.
- 2 Please make sure the **Case, iPad, Charger Plug & Charger Cable** are turned in.
****You will be charged if all items are not returned****
- 3 Turn Off Passcode from the device (Settings/Touch ID & Passcode).
- 4 Turn Off - "Find my iPad".
 - a. Settings - Account Name (Top Left)
 - b. Find my – (Click on)
 - c. Find my iPad – (Click on)
 - d. Find my iPad – (Toggle Off)
 - e. Enter your Password.
- 5 Sign out "Apple ID"
 - a. Touch Name on (Top Left)
 - b. Select "Sign Out" on bottom right.
 - c. Enter your Password.

If your iPad is damaged, please fill out this form and bring it with you when you turn in your broken device.

[iPad Damage Claim Form](#)

Thank you for your assistance and making this endeavor a success.