**Lake Forest Elementary School Distribution Plan**

*Week 1 – Distribute all 1:1 laptops as follows*

* 5th grade teachers
	+ Cart A – Smith and Pierson
	+ Cart C – Wozinanki and Lavoie
	+ Cart D – Blanchard and Del Rio (4th Grade)
	+ Cart F- Goard and Kalany
* 4th Grade teachers
	+ Cart D – Blanchard (5th) and Del Rio
	+ Cart E – Stuart and York
	+ Cart B – Hodge and Dow
	+ Cart H- Dowdell

Procedure: Teachers bring students to Media Center to check out laptops to each individual student during their designated ELA time on Wednesday.

*Week 2 – Distribute all laptops and iPads as follows*

**Laptops:**

* 3rd Grade Teachers
	+ 5 laptops per teacher
* TAG
	+ 10 laptops

Procedure: Ana will checkout laptops to 3rd grade teachers and deliver them to classrooms. Ms. Fears will come to the Media Center during planning to checkout the J-Cart.

**iPads:**

* ELL Department
	+ Class set of 8 iPads for the department to share (General Fund iPads)
* Special Education Department
	+ Class set of 8 iPads for the department to share (General Fund iPads)s
* Pre-K (Regular) 3 iPads per teacher (Title 1 iPads)
* Pre-K (Special Needs) 2 iPads per teacher (General Fund iPads)
* Kindergarten (Regular) 3 iPads per teacher (Title 1 iPads)
* 1st Grade 4 iPads per teacher (Title 1 iPads)
* 2nd Grade 4 iPads per teacher (Title 1 iPads)
* 3rd Grade 2 iPads per teacher (Title 1 iPads)

Procedure: Pre-K through grade 3 teachers will come to the Media Center any time after Wednesday to pick up their iPads.