

# El Paso Leadership Academy

*A Tuition Free Public College Preparatory Charter Academy*  
1918 Texas Ave. El Paso, TX 79901  
(915) 298-3900

## PLAN FOR CHROMEBOOK & CLASSWORK PACKET PICK UP

DATE: March 20, 2020

TIME: 5:00 PM

Families,

We hope this message finds you and your family safe and well.

EPLA is preparing for at-home, distance-learning to begin on Thursday, March 26. Please read below the procedures to pick up Chromebooks and materials for your students. We are following strict health guidelines regarding social distancing and group gatherings so we ask that everyone adhere to these plans.

1. Chromebooks and supplemental materials will be available for pickup on **Tuesday, March 24 (Grade 7 & 8) & Wednesday, March 25 (Grade 6)**.
2. **Only one parent/guardian** will be allowed to pick up student materials. Students will not be allowed to pick up items.
3. Pickup times will be based on a schedule outlined on Page 2 & Page 3. Please review when you can pick up materials and make arrangements to come to campus at that time.
4. Parents may receive items for siblings at one time. Please call ahead so we can ensure your materials are ready.
5. In the extreme case that your scheduled time does not work for you, we will try to accommodate other arrangements; however, those arrangements need to fall within the times the building is open as outlined on the schedule on pages 2 and 3. If you'd like to request alternate arrangements, please contact the front office on **Monday, March 23 between 8 am and 4 pm at 915-298-3900**.

Mr. Casillas is available through the Remind app or email for any questions

[jcasillas@epleadershipacademy.org](mailto:jcasillas@epleadershipacademy.org)

Please continue to monitor our communication channels for any updates or changes to our plans.

EPLA Leadership Team



The mission of the El Paso Leadership Academy is to prepare students to obtain a four-year college degree and become engaged leaders in their community.

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**Chromebook pick-up plan:** **One** parent/guardian is to report to their scholar's respective advisory class during the times noted below to pick up Chromebooks, Chromebook chargers, lesson assignments/instructions (hard copy packets), general information/supplies provided by the teacher. Scholars are not to pick up the Chromebook materials, it must be a parent/guardian who picks up and signs for the Chromebook/materials.

## Tuesday--March 24, 2020

8th grade	Scholar Last Name Starts with....	Time
	A-D	9:00 a.m. to 9:15 a.m.
	E-J	9:20 a.m. to 9:35 a.m.
	K-M	9:40 a.m. to 9:55 a.m.
	N-R	10:00 a.m. to 10:15 a.m.
	S-U	10:20 a.m. to 10:35 a.m.
	V-Z	10:40 a.m. to 10:55 a.m.
	Parents/Guardians who missed appointment time	11:00 a.m. to 12:00 noon

## Tuesday--March 24, 2020

7th grade	Scholar Last Name Starts with....	Time
	A-D	1:00 p.m. to 1:15 p.m.
	E-J	1:20 p.m. to 1:35 p.m.
	K-M	1:40 p.m. to 1:55 p.m.
	N-R	2:00 p.m. to 2:15 p.m.
	S-U	2:20 p.m. to 2:35 p.m.
	V-Z	2:40 p.m. to 2:55 p.m.
	Parents/Guardians who missed appointment time	3:00 p.m. to 4:00 p.m.



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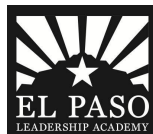
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**Wednesday--March 25, 2020**

<b>6th grade</b>	Scholar Last Name Starts with....	Time
	A-D	9:00 a.m. to 9:15 a.m.
	E-J	9:20 a.m. to 9:35 a.m.
	K-M	9:40 a.m. to 9:55 a.m.
	N-R	10:00 a.m. to 10:15 a.m.
	S-U	10:20 a.m. to 10:35 a.m.
	V-Z	10:40 a.m. to 10:55 a.m.
	Parents/Guardians who missed appointment time	11:00 a.m. to 12:00 noon



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