



Livingston PUBLIC SCHOOLS

Christina Steffner
Superintendent

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Dear Parent/Guardian:

Congratulations in advance on the upcoming graduation of your son or daughter!

As you are aware, your son/daughter has been using a district-issued Microsoft Surface 3 for the last two years. This device will be re-issued to an incoming freshman and it is extremely important that it is returned to the Tech Hub at the LHS media center. **It is highly recommended that seniors turn in their device as soon as it is no longer needed for their classwork or finals. The devices MUST be returned by Tuesday, June 19.**

If the device is not returned, you will need to reimburse the district for the replacement cost of the device. The depreciated replacement cost for the device is \$255.00 (this includes all accessories). If the device is returned and it is missing accessories, they will be assessed at the following rates:

- Keyboard - \$129.00
- Charger - \$35.00
- Stylus - \$60.00
- Protective Case - \$25.00

Any fines incurred must be paid by check payable to "Livingston Public Schools." Please include your student's ID number on the check. Cash will not be accepted.

If the device is not returned, or if your son/daughter has ANY outstanding fines, he/she will not be allowed to participate in the graduation ceremony.

Thank you for your support and cooperation.

Sincerely,
Christina Steffner
Superintendent of Schools