



Dear WVL family,

Here are the instructions for returning your books/materials.

#### **Elementary Students- grades 4K through 4**

- If your student was enrolled in Little Lincoln, Calvert or Lincoln Learning (grade 4K through 4) you will not need to return any textbooks, workbooks or materials, you may keep everything you received.
- If you were enrolled in WVL Math in Focus (grade KG through 4), please [Click Here](#) and then 2018 Math in Focus Elementary Materials Return List. You will receive a FedEx label in the mail by May 25<sup>th</sup>.
- If your student was enrolled in K12, you will receive shipping instructions directly from K12 by the end of June. If you do not receive instructions or labels you may contact their customer service department at 1-866-512-2273.  
**IT IS VERY IMPORTANT THAT YOU ONLY RETURN BOOKS TO K12, PLEASE DO NOT SEND THEM ANY TECHNOLOGY.**

#### **Middle and high school students- grades 5 through 12**

You will be receiving Federal Express prepaid labels by May 25th via mail for returning your books/materials.

If you are not returning for the 2018/2019 school year, separate instructions and labels for returning technology will be mailed to you. Please make sure to communicate with your SLA what your intentions are for next year.

Attention families who live in the following communities: Fredonia, Saukville, Port Washington, Grafton and Random Lake. Please drop off your materials at Wisconsin Virtual Learning. The WVL offices are located in the Ozaukee High School building. If you do not live in one of the communities listed above and would rather drop your materials off at WVL, you are encouraged to do so.

#### **Wisconsin Virtual Learning**

**401 Highland Drive**

**Fredonia, WI 53021**

Office hours are Monday through Thursday from 8:00 am to 4:00 pm. **We are closed on Fridays during summer.**

**For a complete list of books/materials that you are required to return, please [click here](#).**

- Once you have gathered all books/materials, place them in a sturdy box and use packing materials such as crumpled newspaper, peanuts, or bubble wrap to secure items. Seal the box(s) with packing tape.
- Affix 1 FedEx label per box and discard any unused labels. PLEASE FILL OUT YOUR ADDRESS ON THE RETURN LABEL.
- FedEx gives you 3 options for returning materials:
  1. Call 1-800-463-3339 and say "ground return pick up" WVL's account # is 6920590. FedEx will pick up at your home, let them know you have the PRP prepaid ground return label(s). If you experience any problems, dial 0 and ask for customer service OR contact Diane Scheftgen at 262-692-2489 X293 and she will schedule the return for you.
  2. Go online to [fedex.com/grd/rpp](http://fedex.com/grd/rpp) and schedule the pick up.
  3. Drop off your package(s) at a FedEx location. To find your closest drop-off location visit [fedex.com](http://fedex.com) or call 1-800-463-3339.
- ISP (Internet Service Provider) checks in the amount of \$100.00/family (less any outstanding fees) will not be mailed to you until all your books/materials have been received.
- The deadline for returning materials to WVL is June 14, 2018. **You will not qualify for the \$100.00 ISP reimbursement check if your materials are received at WVL after June 14th.**
- If you have enrolled with WVL after September 15, 2017 as an exception student, you do not qualify for the ISP reimbursement check.
- Families who have opted out of state standardized testing will not qualify for the ISP reimbursement check.
- All returning students will keep their technology for the upcoming school year.
- Students who are not returning for the 2018/2019 school year will need to return their technology. FedEx labels and instructions will be mailed to you. **PLEASE CONTACT DIANE IF YOU DO NOT RECEIVE LABELS.**
- If you have moved and have not notified your SLA, please contact us asap to ensure there will be no delay in receiving your labels.

If you have any questions on returning your materials, please contact Diane Scheftgen at 262-692-2489 X293 or email [dscheftgen@nosd.edu](mailto:dscheftgen@nosd.edu).

Thank you!