



Instructions for returning your laptop- NON RETURNING STUDENTS ONLY

Dear WVL family,

If you are not returning to WVL for the 2022/2023 school year or are graduating this year, below are the instructions for returning your laptop.

Enclosed is a prepaid FedEx label.

Place the laptop inside the black sleeve (if you received one) and into the original box with packing materials. Seal the box with clear shipping tape and affix the label over the existing label. If you do not have the original laptop box, use a sturdy box with packing/cushioning materials so the laptop does not ship loose which may cause damage.

Place the power cord inside the box. Remember to remove your wireless mouse receiver.

There are 4 options for returning your laptop:

1. Go online to fedex.com/grd/rpp and schedule the pickup.
2. Call [1-800-463-3339](tel:1-800-463-3339) and say "PRP ground return pickup". 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 have any problems, dial 0 for customer service OR contact Diane at 262-692-2489 X293 and she will schedule the return for you.
3. Drop off your return at a FedEx location. To find your closest drop-off location visit fedex.com and click the "Locations" tab at the top.
4. Families that would prefer to drop off materials can come to the Ozaukee High School office Monday through Thursday from 8:00 am to 4:00 pm. You may leave your materials in the lobby with your student(s) name indicated on the outside of the box.

Ozaukee High School/Wisconsin Virtual Learning

401 Highland Drive

Fredonia, WI 53021

***Please note- we are closed on Friday during summer.**

Please return your laptop no later than June 9, 2022.

- **If you are enrolled in Summer School, please return materials after you have completed your course(s). Your ISP check will be mailed to you after materials have been returned.**

Please note, if you will be attending Graduation on 5/21/22, you may drop off materials that day.

If you have any questions, call Diane Scheftgen at 262-692-2489 X293 or email dscheftgen@nosd.edu.

Thank you,

Diane Scheftgen

Wisconsin Virtual Learning