



Instructions for returning laptops and materials- For Graduates

If you are participating in the Graduation Ceremony on May 20, 2023 we encourage you to return all of the borrowed technology and textbooks/materials at that time. We will have an area designated for returns.

If you are not participating in the ceremony, you must ship all the technology &/or materials back to WV. Instructions for the returns are below. Once we receive the returns your diploma will be mailed to you.

Enclosed/Attached is a prepaid FedEx shipping label(s). If you were using a WV provided laptop, please place the **laptop** inside the black sleeve (if you received one) and into the original box **with the charger** and 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 if you had one.

If you have **textbooks** to return, please place textbooks in a sturdy box and affix the enclosed label(s) making sure there are no other shipping labels showing. I have included a copy of your schedule to help you see what needs to be returned in the way of textbooks and other materials. Items to return are **highlighted in yellow**. **They can also be found on our website www.wisconsinvl.net. Click on the grey box "Enrolled Families" and then "High School Materials Return List" under the Quick Links.**

All returns are due by June 8, 2023. There are 4 options for returning your laptop and/or materials:

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". WV'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 Janet 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 Friday from 7:00 am to 3:00 pm. During the summer there will be a table set up in the entryway with a sign in sheet. Make sure the students name is on the box so we can identify who the returns are from.
 - ISP (Internet Service Provider) checks in the amount of \$140.00/family (less any outstanding fees) will not be mailed to you until all your books/materials have been received. ISP checks will be mailed to families by 6/30/23.
 - The deadline for returning materials to WV is June 8, 2023. **You will not qualify for the \$140.00 ISP reimbursement check if your materials are received at WV/OHS after June 8th.**
 - If you have enrolled with WV after September 16, 2022 as an exception student, you do not qualify for the ISP reimbursement check.

If you have any questions, call Janet Zausch at 262-692-2489 X293 or email jzausch@nosd.edu

Thank you,

**Wisconsin Virtual Learning
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