



Instructions for returning laptops and materials- For NON RETURNING STUDENTS

Enclosed/Attached are prepaid FedEx label(s).

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 if you had one.

Place textbooks in a sturdy box and affix the enclosed label making sure there are no other shipping labels showing. I have included a sheet in this mailing to help you see what needs to be returned in the way of textbooks and other materials. They are **highlighted in yellow**.

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". 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 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. A table is also set up in the entry way of the office. Please sign the sheet with your name and what you are leaving and then put a post it note with your name on the items. (Supplied at table)

**Ozaukee High School/Wisconsin Virtual Learning
401 Highland Drive
Fredonia, WI 53021**

Please return the laptop and materials by June 8, 2023.

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

Thank you,

Janet Zausch
Wisconsin Virtual Learning