

Instructions for returning laptops and/or materials- For 2025 Graduates

If you are participating in the Graduation Ceremony on May 31, 2025, 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 WVL. Instructions for the returns are below. Once we receive the returns your diploma will be mailed to you. Enclosed are either one or two prepaid FedEx shipping labels. One is to return textbooks and the other is to return the WVL laptop and charger, if you were using one.

- 1) If you are using a WVL 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 have one.
- 2) 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. The items to return are **highlighted in yellow**.

A materials list 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 16, 2025. 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.
 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 Wisconsin Virtual Learning/Ozaukee High School office Monday through Thursday from 8:00 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 student's name is on the box so we can identify who the returns are from. **Wisconsin Virtual Learning, 401 Highland Drive Fredonia, WI 53021**
- **The deadline for returning materials to WVL is June 16, 2025. To qualify for the \$140.00 Internet Service Provider (ISP) reimbursement check, all WVL property must be returned by June 16, 2025.**
 - If you enrolled with WVL after September 20, 2024, you do not qualify for the ISP reimbursement check.
 - ISP checks will be mailed to qualifying families after July 15, 2025.

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