



## Checklist to Receive MacBook New Students – Grades 5-6



**Students MUST bring the following items to the “rollout” to receive a school-issued MacBook Air.**

- \_\_\_\_\_ 1) A padded laptop bag for an 11-INCH MACBOOK AIR with a shoulder strap. This must be a padded, computer bag that fits the computer well. It cannot be a messenger or tote bag; it must be designed to be a computer bag. **A backpack, even with a padded area for a computer, will NOT meet this requirement. It must be a separate bag, just for transporting the computer, with a shoulder strap.** The dimensions of the 11" MacBook Airs are 0.68" (height), 11.8" (width), and 7.56" (depth.) See list on our school website for suggested bags. Mrs. Woodcock must approve these bags at the rollout. **If you plan to purchase a hard case shell cover for the laptop, be sure to purchase a bag for a 13-inch MacBook Air, so that the MacBook will fit when the cover is added.** Please email [woodcockm@houstonacademy.com](mailto:woodcockm@houstonacademy.com) with any questions.
- \_\_\_\_\_ 2) An ID tag with the student’s name, address, and phone number on one side and the school’s name, address (901 Buena Vista Drive, 36303), and phone number (334-794-4106) on the other. Have the side with the student’s information visible. Any luggage tag with the above information can be used or, for your convenience, one can be purchased for \$3 on the day of the rollout.
- \_\_\_\_\_ 3) Ear buds to be used during the school year (these must be present in the laptop bag EVERY day)
- \_\_\_\_\_ 4) The Laptop Contract signed by both the student and the parent
- \_\_\_\_\_ 5) A USB stick drive that is at least 16 GB

**Again, your student MUST have ALL required items to receive his/her MacBook.**

Please email me at [woodcockm@houstonacademy.com](mailto:woodcockm@houstonacademy.com) with questions.

Thanks,  
*Mrs. Melanie L. Woodcock*  
Directory of Technology  
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