

Table 1

<h1>All Certified Staff</h1>			
NOTE: Due to budget constraints, new teacher MacBooks will only have 128GB of storage rather than the 256GB of storage on the current teacher MacBook			
Step #1. Remove “low hanging fruit” of Excess Data on MacBooks (Toss unneeded items from Downloads folder and then empty Trash)			
Step #2. Go to Apple Menu: About this Mac: Storage tab: Record the result of 250 minus the Space Available that will be shown.			
Step #3: Look at the Decision Tree and Deadlines below and make your decisions			
Step #4: Complete Year-End “Flight Plan” at https://goo.gl/forms/1uBCPNIMDx7NESUG2 by 5/24/2017			
Decision Tree and Deadlines			
Certified Staff Leaving			Certified Staff Staying
Buying iPad 4 with Retina Display and/or 13” MacBook Air	NOT BUYING iPad 4 with Retina Display and/or 13” MacBook Air	Buying iPad 4 with Retina Display and/or 13” MacBook Air	NOT BUYING iPad 4 with Retina Display and/or 13” MacBook Air
Purchases must be made through WHS or WMS tech staff by their last day or 5/29/17 (whichever is earlier). “Scrub” will be run (removal of district software and management).	All tech returned to Dr. Lindgren's office by their last day or 5/29/17 (whichever is earlier).	Must indicate desire to purchase on online form. 6/23/17 Deadline to make purchase and have “scrub” run (removal of district software and management). Done through WMS and WHS tech staff.	<p>Option A “I want to hold on to tech and continue to use.”</p> <p>Keep until email announcing arrival of new tech shipment. After that, have until 6/23/17 to:</p> <ul style="list-style-type: none"> • come in to WHS Room 222 • get help transferring data • turn in tech <p>Option B “I don’t need tech this summer and don’t want to come in.”</p> <ul style="list-style-type: none"> • Turn in tech by 5/29/17 • Back up Data on own • Pick up new upon return in August <p>Option C “I want to hold on to my tech but don’t want to come in during the summer”</p> <ul style="list-style-type: none"> • The only way this option is possible is if you purchase the hardware.