



2400 MASON EAGLES DR.
ERIE, MI 48133
ERIE.MASON.K12.MI.US

Turning in Laptop or School Device

A schedule will be sent as an Instant Alert, posted on our website, and shared on our social media outlets for each specific buildings' dates and times for laptops or school devices end-of-year returns. If the return is for repair/replacement, please follow these same guidelines but first call your child(ren)'s building to schedule:

1. Be sure to sign completely out of the laptop and power it off.
2. Please ensure there is nothing between the lid and keyboard before closing (e.g. pen, paperclip, etc).
3. Be sure to include the charger or any other peripheral devices that may have been also loaned out (e.g. mouse).
4. Please put the laptop in a plastic, paper, or other non-returnable, disposable bag that includes the charger and any accessories.
5. If you experienced any damage, had a concern, or wanted to share any other information please put a note in the same bag of which you are using to return the device.

If you have any questions or need additional assistance with a device drop-off due to transportation circumstances, please call the respective building phone number and someone will be happy to work with you (note: you may need to leave a message due to potentially adjusted business hours).

Central Elementary: 734-848-9401

Mason Middle School: 734-848-9361

Mason Senior High School: 734-848-5425