2011 WWP Rollout Overview

TS will pull data starting September 19 for classes

Notice will be sent to school when data pulled. Any class changes after will require work orders for individual laptops

TS will build and print contracts

TS will place a contract in the laptop

Each class will have a contract folder

Contracts will be delivered to students by an **Administrator** or **TS staff member**

Students and parents to sign contracts and return to office.

Contracts to be placed and held by office for the full year in contract folder

When a full class set of contracts has been returned, office staff can work order TS to open cart

TS Staff to open carts as soon as possible after work order

Carts won't be opened until full set of contracts are signed as teachers may not be aware of who has completed contracts for laptop use