



Supporting multiple learning modalities for using technology and distance learning as a tool in your classroom, school, district, and life.

Employee buy-out program

2016/2017

- 1) Obtain permission from your supervisor to proceed.
- 2) Send an email to edtech@bssd.org with the device model (iPad, Macbook Pro, etc...) and the serial number of the device, with the subject "Employee Buyout".
- 3) Fill out this form and obtain your admin's signature.
- 4) Mail this form and a check made out to: "Bering Strait School District" to EdTech in the District Office.
- 5) **Signed forms with checks** must be received by **May 1, 2019**, to allow for inventory adjustments and replacement purchases.

The program assumes that the usable life span of an Apple computer or iPad is **three years and is no longer under Apple Care warranty**. The buy-out would deduct 20% per year of the purchase cost, with the minimum cost of the buyout being 20% of the purchase cost.

Date of Request: _____

Device Model: _____

Employee Name: _____

Serial Number: _____

Site: _____

Date Purchased: _____

Admin: _____

Replacement Cost: _____

EdTech: _____

Buy-out Cost: _____

(Name of person assisting with costs)

(Items in bold provided by EdTech)

Employee: I certify that all student and protected information has been removed from the device prior to leaving the district. Furthermore, I certify that I have removed any software that has been purchased by the school or the district (assistance may be obtained from EdTech or your Tech Liaison).

Principal/Director: I certify that any school or district data has been provided to myself or the appropriate departments. Furthermore, I am providing the budget code to deposit the buy-out money in.

Code: _____.

Employee Signature: _____

Date: _____

Admin Signature: _____

Date: _____

EdTech Signature: _____

Date: _____

Business Office Signature: _____

Date: _____

Deadline of **May 1, 2019** to have the form and check for employee purchases in Unalakleet
 Mail Checks to: BSSD/Attn: EdTech PO Box 225 Unalakleet, Alaska 99684