

## Checklist to Receive MacBook-New Students

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

- \_\_\_\_\_ 1) A **padded** laptop bag that fits an **11 inch MacBook Air** well and has a shoulder strap (must be approved). It cannot, however, 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.** These laptop bags can be purchased from Office Depot, Walmart, Best Buy, Office Max, Target, Kmart, Sam’s, or many online companies. For your convenience, I have attached a list of links to bags that meet the specifications. These are not the only acceptable options, but should aid you in choosing one. **If you choose a 13 inch bag, you must purchase a neoprene sleeve to protect the laptop.** When finding the right one, you can buy one that fits the 11 inch MacBook Air or the iPad Pro. **If you purchase an 11 inch bag, a neoprene sleeve won't fit and will not be necessary.** MacBook Air dimensions are as follows:
- **Height:** 0.11-0.68 inch (0.3-1.7 cm)
  - **Width:** 11.8 inches (30 cm)
  - **Depth:** 7.56 inches (19.2 cm)
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 3) Earbuds (to be stored in laptop bag)
- \_\_\_\_\_ 4) A USB stick drive (at least 16 GB)
- \_\_\_\_\_ 5) The last page of the Laptop Contract signed by both the student and the parent
- \_\_\_\_\_ 6) Apple ID username and password (Has to belong to the student, cannot be the parent’s ID)
- \_\_\_\_\_ 7) Neoprene sleeve to fit 11 inch MacBook Air **(Only required with 13” bag)**

**Again, student MUST have items 1-6 with them at the “rollout” to receive their MacBook.**

Thanks,  
*Mrs. Melanie L. Woodcock*  
Directory of Technology  
[woodcockm@houstonacademy.com](mailto:woodcockm@houstonacademy.com)