



Walter Payton College Preparatory High School

"We nurture leaders"

1034 N. Wells Chicago, IL 60610

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Ellen Estrada
Principal

Naomi
Nakayama
Assistant
Principal

Ginger Lumpkin
Assistant
Principal

Mike Hermes
Assistant
Principal

Leadership
Team
Phyllis Burstein
Art

Tom Dunne
Counseling

Renata
Anderson
Kerry Catlin
English

Dr. Linda Zolt
Library

Paul Karafiol
Math

Jeff Weaver
Music

Arlene Bertoni
Physical
Education

Marilyn Havlik
Science

Luis Menacho
Social Science

Luis Palacios
Technology

Alicia Gonzalez,
Abby Imrem
World
Languages

September 8, 2009

Dear Payton Parent/Guardian,

Students who are enrolled in the Web Design course will be lent a 256 MB USB flash drive to use for the 2009-2010 school year. Each drive will come with a barcode sticker. Students are not to remove this sticker. If it falls off for any reason, the student should see me so that I can replace it.

The technology department is issuing these drives to make it easier for students to transfer files between their home computer and the school computers. This will reduce the chance of file corruption over email and loss of work time due to unsuccessful logins to email accounts. If your student already owns a USB flash drive, s/he does not need to accept the one we are offering. Students should bring their own, or the school-issued flash drive to school every day.

It will be your student's responsibility to keep track of this equipment. If s/he loses it, it is stolen, or broken, s/he must pay for a replacement flash drive, at a cost of \$20.

We hope that lending these flash drives will ease the process of transferring work, not only for the Web Design class, but for all of the student's classes. In order for your student to receive her/his drive, please sign the statement below, and have your student return it to me. If you have any questions, please feel free to give the tech department a call at (773) 534-0034, or email me at jmgran@cps.edu.

Thank you for your time,

Jennifer Gran
Web Design Instructor

I acknowledge that I will receive a USB flash drive on loan from Walter Payton College Prep. At the end of the school year, I must return this flash drive in good condition to Walter Payton College Prep or pay a \$20 replacement charge. I understand that if the USB flash drive is lost, stolen, or destroyed, *whether or not I was at fault*, I will still have to pay the \$20 fee. I understand that if I return another student's flash drive, I will not receive credit for it.

Student Name: _____ Signature: _____ Date: _____

Parent Name: _____ Signature: _____ Date: _____