



Laptop Request Electronic Form for Parents

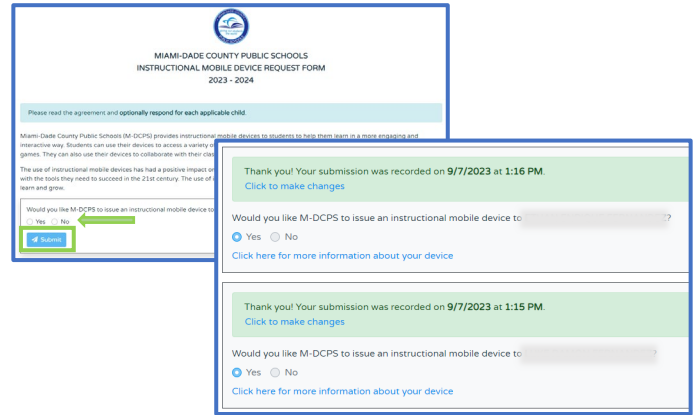
School Guidelines

Submitting a Laptop Request (Parents)

1. Parents will now be able to request a laptop for their child(ren) on the Dadeschools Mobile App or Portal. They will need to select the **Laptop Request** option.



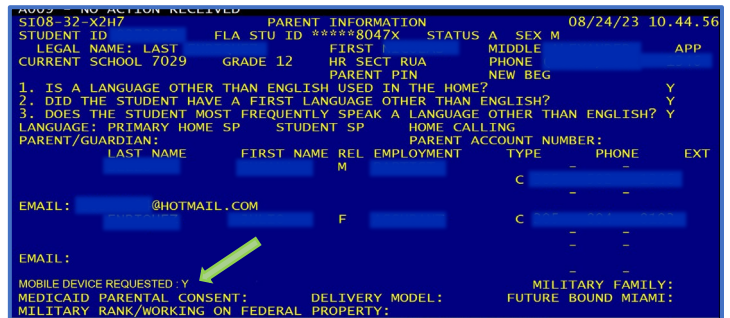
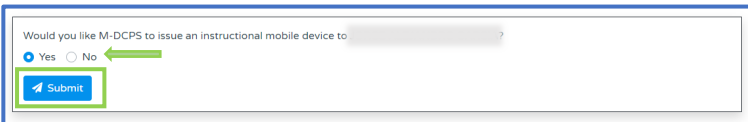
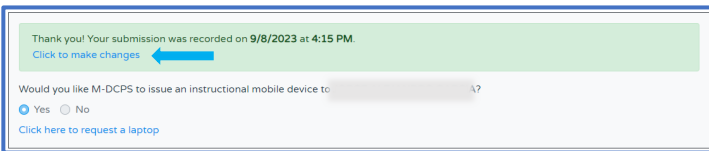
2. Parents will be taken to an electronic form where they can select **Yes** or **No** indicating their need for a laptop. If parents have multiple children, they will need to select and submit a laptop preference for each child.



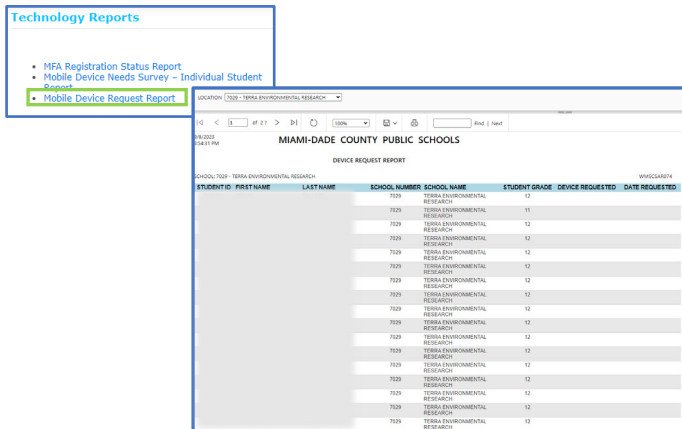
Editing a Laptop Request (Parents)

Parents who have submitted a laptop preference may change their response by accessing the electronic form and selecting **Click to make changes**. Then, they will select their new preference and click **Submit**.

When parents submit their laptop preference electronically, their response will be visible to the school the next day on the **Parent Information** screen (PF8) in DSIS as shown below.



Principals will also see the parent responses on the **Mobile Device Request Report** available from the Reports tab of their Employee Portal.



For parents without access to an electronic device:
 Schools are to provide a paper form and manually update the **Parent Information** screen (PF8) in DSIS with a **Y** or **N** for laptop requests submitted on paper.