



Regional Digital Device Distribution Process

As we transition from school-based to regional distribution, please follow the following steps should a student/family in need inquire about obtaining a digital device:

1. As schools receive calls from families requiring access to a device or Internet, school staff will need to complete the Regional Device Distribution FORM to pre-register the student
2. School staff will need the following information to complete the Regional Device Distribution FORM:
 - School Name, Student Name, Student Contact Phone Number and Request (Device or Internet)
3. Schools should direct the parent to the site closest to your school (see list below)
4. Five regional distribution sites will be open on Friday, March 27 and Monday, March 30 from 8-10 AM or 2-4 PM
5. Additional dates and times will be added to assist families experiencing technical difficulties during school closure.

Regional Site	Address
Ozona Service Center	525 Pennsylvania Avenue Palm Harbor 34683
Coachman Service Center	2235 NE Coachman Road Clearwater 33765
District Administration Building	301 4th Street SW Largo 33770
Meadowlawn Service Center	5900 16th Street North St. Petersburg 33703
Title I Office	2499 25th Street South St. Petersburg 33712