Update to NYC DOE Device Request Process

Dear Charter School Leaders -

Following NYC DOE’s distribution of 450K iPads, the public-facing remote learning device request form will be closing today.

Moving forward, if your charter school has eligible students who request and are identified as needing a device, staff should enter a device or hotspot request to DIIT, using the school-facing [Remote Learning Device request form](https://coronavirus.schools.nyc/devicerequest).  Once the request for a Centrally-issued device is received by DIIT, the request will be reviewed, and the device will be prepared and sent to the school.

As a reminder, schools must use the [RLD report](https://coronavirus.schools.nyc/RLDreports) to manage device requests, and it is essential that schools update the RLD report when devices are received by the school and assigned to the student; this update should be made using the “Provided to Student” button in the RLD report. In order to ensure there are no delays in future iPad shipments, please ensure you have updated the RLD to reflect iPads that have been distributed to students.

If you do not have access to the RLD report or the school-facing request form through your DOE email address, please request access [here](https://docs.google.com/forms/d/e/1FAIpQLSciNhhiD0UiLLbomAZAcWT3kfces4R5qcmsPHBdRt1R_che9Q/viewform).

For questions, submit a ticket to [charterschools.mojohelpdesk.com](http://www.charterschools.mojohelpdesk.com/).