

Macon County Middle School

Instructions for Completing the Student Laptop Agreement Form

1. After clicking the form link, enter the Student ID number and click 'Lookup'.
2. A green line should appear that says *'We found a match for the user (Student's Name). View the policy here.'* Click the word *'here'*. **PLEASE NOTE:** If you do not see the above message appear or you see the incorrect student name, re-enter the Student ID number.
3. You should now see the 'ECF Student Laptop Agreement'. **Please read the entire agreement carefully.**
4. At the bottom of the agreement, parents and students should complete all sections of the form before clicking 'Submit'.
5. Exit the student agreement and you're all done!

