

## Preparing To Return A School iPad

- *Only the iPad device & case will be returned. You will keep the cord and charging brick/block.*
- *Just a few steps are needed to help prepare your school owned iPad for return.*
- *Please keep in mind that these instructions are written for an iPad Air on iOS 12.2. Steps for other models may vary.*

*Please be certain you have completed the following:*

Remove Passcode	Remove Restrictions/Screen Time Code
Remove Apple ID Account	Clean iPad

### How To Remove Passcode

Settings > Touch ID & Passcode > Enter Passcode > Turn Passcode Off > Enter Passcode/Turn Off

(additional steps may include: Enter your Apple ID password if prompted > Turn Off if prompted > Enter Passcode)

[Click here to view video animation.](#)

### How To Remove Restrictions/Screen Time Code

Settings > Screen Time > Turn Off Screen Time > Enter Screen Time Passcode if prompted > Turn Off Screen Time

[Click here to view video animation.](#)

### How To Remove Apple ID Account

Settings > Tap your Name/Apple ID (top left) > Scroll to Bottom > Sign Out > Enter Password > Turn Off

[Click here to view video animation.](#)

### Clean iPad

- Carefully remove iPad from case.
- Remove any stickers, paper, tape, etc. from the iPad & case, and clean any remaining residue. Do **not** use any liquid adhesive removers.
- Use a soft cloth with **no** cleaners or liquids to wipe all surfaces of the iPad & the case.
- Carefully place iPad back in the case.