



## **Senior Textbook/Material Return Plan**

**Grade 12 – Tuesday 5/19/20 – TIME: 8 am to 12 pm**

- **All CDC state, and local health guidelines will be followed. Passengers/students should always remain in their vehicles.**
- **Vehicles should travel south on 62<sup>nd</sup> St. off 54<sup>th</sup> Ave to allow smooth flow of traffic**
- **Vehicles will check in with school personnel at faculty parking outside of Auditorium and complete Materials return form**
- **Vehicles will then be routed in front of the gym to various numbered stations where students will be met by school personnel to drop off laptops/computers/electronics and textbooks**
- **Students will turn in their completed Materials Form for school records and take a picture of the form for their records**
- **Any uniforms or other materials should be turned in a plastic bag with student name clearly visible on the outside**
- **After student's return textbooks/items they will leave check point and exit parking lot from where they entered. Any student who needs to pay grad fees will be directed to the very front of the school where a table will be set up with school personnel to receive payment and administer receipt**
- **Payments will be made one vehicle out of time. All passengers should remain in vehicles until otherwise instructed**