



Item Drop-Off & Graduation Pick-Up



What? A chance for the Class of 2020 Seniors to **return** their laptop, textbooks, uniforms and other LBSS materials -at one time- in a drive through fashion. Seniors will also **pick up** their Class of 2020 Graduation Packet, which includes their *cap and gown*, *diploma/diploma cover*, and a host of other Senior items. Students will arrive in their car and stay in their car for the entirety of the process.

When? **June 5th -9th from 8:00 am to 3:00 pm.** Each sub school has been designated a specific day for senior pick-up. Senior pick-up times were assigned by alpha order for organizational and efficiency purposes. See the chart below to determine your drop-off and pick-up date. Click on the hyperlinked sub-school number to locate your assigned time.

Date	Sub-School	Time	Administrator
June 5th	3	8:00 - 3:00	Ms. Hampton
June 6th	4	8:00 - 3:00	Dr. Cingel
June 8th	5	8:00 - 4:00**	Mrs. Hoppock
June 9th	6	8:00 - 3:00	Ms. McNamara

** Sub-School 5 has an extended time slot to accommodate the number of seniors in this sub-school
June 10th will be a make-up day for students who missed or were unable to make their assigned pick-up day.

Where? The processional-style item drop-off drive will begin near **Door 5** (in the back of the school). Please approach Door 5 by way of Lake Braddock Drive, where you will enter the school parking lot through the second gate entrance (across from Mersea CT).

The chart below outlines what items will be collected and distributed at each location. There will be outdoor stations at each location.

Stop	Location	Activity
1	Door 5	Please turn in your laptop, charger and case. Proceed to Door 3
2	Door 3	Please drop off your pre-packaged bag of textbooks, uniforms, library books and other LBSS materials that were assigned to you in the bin located outside of the Door 3. Please remember to place Identification Form B in your bag. If you had items in a locker at LBSS, an administrator will hand you a bag with your locker contents. If that bag contains any school materials that must be turned in, please place those items in another bag with the attached identification form and place that bag in the bin as well.
Once all items are turned in, you will be directed to Door 1 to clear any outstanding financial obligations or pick up medication from the clinic.		
3	Door 1	If you have been directed to Door 1, you will clear any outstanding financial obligations through check or moneyorder. You may also pick up medications from the clinic here. You are highly encouraged to pay all obligations ahead of time through MySchool Bucks. After you have been cleared at Door 1, you will be directed to Door 14.
4	Door 14	Your administrator will <i>Greet</i> you and <i>Celebrate</i> your milestone achievement by handing you your Graduation Packet! Please take your final drive out of LBSS as a Senior by exciting out of the main entrance on to Burke Lake Road.
For efficiency and safety purposes we ask that you stay in line and follow the drive-through procession as directed. At each stop you will be checked off by an administrator indicating you have cleared your drop off obligations. Senior packets will only be given to Seniors who have been cleared at all stops.		

What do I need to do before my pick-up day?	To help us move you through the line quickly, please complete Identification Form A and place it on your dashboard on the driver's side of your car so that it is visible through your windshield. Have your student ID ready for verification.
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	Your friend may drop off your laptop, textbooks, library books, uniforms, and any other LBSS materials you may have received. For this to occur, you must
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Can someone else drop off or pick up my stuff?

attach the Identification Form B to your items, and your friend must clearly communicate to the administrator at stops 1 and 2, that those items are yours. **They will not be able to pick up your medication or receive your Graduation Packet.**

**** To ensure your items were collected and you have been cleared, you will still have to follow the drop off drive-through processional even if your items were dropped off earlier by a friend. ****

**What if I can't make my assigned day?
What if I have moved?**

If you are unable to come on the day you are assigned, please contact Ms. Hampton at tlhampton@fcps.edu for a time slot.

If you have moved out of the area, please contact your sub school administrator to discuss when and how we will collect your items and mail your Graduation packet to you.