

## Ft. Hayes Arts & Academic High School

2019-2020

### Instructions for School Items Drop-Off and Personal Property Pick-Up

Grade and Date	Time
9 <sup>th</sup> Grade – Tuesday, May 26	8:00 – 11:00 AM by Last Name A - M
	12:00 – 2:00 PM by Last Name N - Y
10 <sup>th</sup> Grade - Wednesday, May 27	8:00 – 10:30 AM
11 <sup>th</sup> Grade – Wednesday, May 27	11:30 – 2:00 PM
12 <sup>th</sup> Grade – Thursday, May 28	8:00 – 11:00 by Last Name A - M
Note: Cap and Gowns for Pick Up	12:00 – 2:00 by Last Name N - Y

Items to Drop-Off/Pick-Up: (Plan this before you arrive, please.)

- Pull up to the curbside in front of the Center Building. Staff will direct traffic and coordinate. If you have instruments to return or pick-up stop in front of the PA building first.
- All persons should remain in the car.
- Place a sign in the window with the student name/locker number/grade and if you are picking up and/or dropping off.
- Please return any textbooks, library books, chrome books, school-owned instruments/music, or other borrowed items.
- **Place and Label item(s) in a bag with: student name, student ID #, teacher/course/place on campus.**
- Our staff will place your items that have already been bagged into your trunk.

**To maintain safety for all, no students or families will be permitted in the buildings or to exit their vehicle.**

*Thank you for your patience and support!*