



East Allegheny School District

Our standard is Excellence

Donald Mac Fann
Superintendent

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Mark Draskovich
Director of Pupil Services
Principal Grades 7/8

May 21, 2020

Dear Jr/Sr High School Families:

I hope that this letter finds you and your families doing well and in good health. I would like to outline the process for you to obtain student belongings and return school items such as textbooks, calculators, uniforms, and other materials. All pick-up and drop off of student belongings will begin next week by grade level. All contact is designed to be as safe for you, and our staff, as possible. Please place all textbooks, calculators, uniforms and other school property into a bag with the student's name and grade level. These items will be dropped off at **Door 5** of the Jr/Sr High according to the schedule below. **Please stay in your vehicle.**

After you drop off school materials at Door 5, please continue to **Door 6** where all student belongings from their lockers (both gym and hallway lockers) will be returned to you in a bag with the student's name and grade level on it. School-issued items found within the lockers will not be returned to students. **Again, please remain in your vehicle.**

Seniors will turn in District-issued ChromeBooks at Door 5 as well. All other grade levels are to keep their devices in preparation for next school year.

Material return/pick-up schedule is as follows:

12 th Grade	11 th Grade	10 th Grade	9 th Grade	8 th Grade	7 th Grade
Wednesday 5/27/20	Thursday 5/28/20	Friday 5/29/20	Monday 6/1/20	Tuesday 6/2/20	Wednesday 6/3/20
9:00 to Noon	9:00 to Noon	9:00 to Noon	9:00 to Noon	9:00 to Noon	9:00 to Noon

Both doors are under cover in case of rain and are located to the extreme left of the Jr/Sr High. If your family has students in multiple grade levels, please come during the later of the pick-up times listed.

If your student's locker has a lock on it, you will have been contacted and given directions on how to supply a key or combination so that belongings may be returned to you.

I thank you for your cooperation during this difficult time and hope to see all of our students soon!

Sincerely,

Mark Draskovich
Director of Pupil Services and Junior High Principal