

# Student Drive-up Checkout

## COMBS SCHOOL

*This checkout is designed to promote personal safety as much as possible. With that in mind, we do ask that you remain in your vehicle throughout the entire checkout process.*

You will need to drop off the following items that apply to you at the checkout: Chromebook, text books, library books, band instruments, and any other District owned items. You will be given your personal items left in the classroom.

**Student drive-up checkout will occur at Combs School on June 15 and June 16. Please reference the schedule below.** Each student/parent will have an assigned date and time to drop off items and pick up items.

**Please make arrangements to arrive on your assigned date and at your assigned time below.** If we have all students/parents arriving on time it will make the process easier for everyone. Staff have worked hard to provide clear directions to help ensure this is a smooth process. **We do appreciate your patience as we work through this together!**

What should I do **before** I arrive at the student checkout?

- All items to be returned to school should be **bagged** and each bag should be clearly **labeled** with the students name prior to arriving at school.
- Please place **BOOKS** including text books and library books in one bag and place materials in your trunk.
- Please place any **OTHER ITEMS** belonging to the school in another bag and place in your trunk.
- Please **do not** bag **CHROMEBOOKS**. Chromebooks and chargers should be placed unbagged in the trunk. If your student is participating in summer school, they will be allowed to keep their chromebook.
- Write your child's name on a piece of paper to show to the school staff through the car window.
- Confirm your checkout date and time (see the table below).

### SCHEDULE

Last Name Begins With:	Date for Checkout:	Time for Checkout:
A - L	Monday, June 15, 2020	8:00 a.m.-11:00 a.m. 12:00 p.m.-3:00 p.m.
M - Z	Tuesday, June 16, 2020	8:00 a.m.-11:00 a.m. 12:00 p.m.-3:00 p.m.

What should I do **when** I arrive at the student checkout?

- Arrive at school on your assigned checkout date at your assigned time.
- Everyone will remain in vehicles as students **return school items** and **receive items left at school**.
- Vehicles should report to the back parking lot. Staff will be there to greet you as cars arrive.
- Show school staff your child's name on a piece of paper through the window.
- You will open the trunk and one staff member will remove labeled items from trunks.
- After all items have been removed from trunks, a staff member will place the student items in the trunk.

**Thank you for your help and cooperation. Stay safe and have a great summer!!**