



# Ayersville Local Schools

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JEREMY KUHLMAN  
Principal - Grades 7-12

May 5, 2020

Dear Ayersville Local School District Parents and Students:

As we look ahead to the end of the 2019-2020 school year, the District would like to share with you some important information about end-of-the-year procedures, specifically when students will return District-owned devices, books, athletic uniforms, and pick up personal belongings.

### District-Wide Drop Off/Pick Up Procedures

The following information will outline District procedures for students to return District-owned items and to pick up personal belongings.

- At the scheduled time, parents/students will arrive in the student drop off loop in front of the school
- Parents/students are to remain in their vehicle at all times
- Parents/students will hand District owned items to school personnel who will be available outside the school. Examples of items to be dropped off:
  - Laptops, chargers, computer bags
  - Payment of student fees
  - Textbooks, Library books
  - Athletic uniforms
  - District-owned band instruments
  - Other District-owned items
- School personnel will hand personal belongings to parents/students. Examples of personal belongings:
  - Personal belongings of the student's assigned locker
  - Medications provided to the school nurse
  - Elementary/Middle school Yearbooks
- Once the drop off/pick up has been completed, please exit the student drop off loop

### Schedule for District-Wide drop off/pick up

#### **Seniors**

- Seniors will receive an email on **May 11** with a link to schedule a specific date & time to drop off District-owned items and to pick up personal belongings
- Senior drop off/pick up will be **May 12-20**
- Senior fees must be paid no later than **May 21**
- In addition to the items listed above, seniors will receive their senior portfolio & senior t-shirt
- Any senior planning to attend college will be asked to drop off the completed transcript request form that was mailed with graduation information
- Seniors may receive a cafeteria money refund if applicable

#### **Grade K-11 Students**

- A link will be available **May 18** on the District website/ Facebook page to schedule a specific date and time to drop off District-owned items and to pick up personal belongings
- Grade K-11 drop off/pick up will be **May 21-22 & May 26-28**