

Heritage High School
Material Pick-up and Drop-off Information
(Please note- The building will not be open for student access)

Wednesday, May 20, 2020 9:00-11:30 Students with last names A-L 11:30-12:30 Closed for reset and break 12:30-3:00 Students with last names M-Z	Thursday, May 21, 2020 9:00-11:30 Students with last names M-Z 11:30-12:30 Closed for reset and break 12:30-3:00 Students with last names A-L
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Step 1 - Textbook/Material Drop-Off, Fee Payment, Cap/Gown Pick-up

- Please drive to and park in the lower lot (senior/staff parking areas)
 - Check-in with the Bookkeeper in the Student Center to verify fee payments or pay fees
- Adults will direct students to:
- Leave textbooks, library, and other school-issued materials on designated tables
 - Please label ALL textbooks inside of the front cover with your name and teacher
 - Leave Chromebook and charger on designated tables - Clearly labeled with name
 - This applies to ALL Seniors and others who choose not to keep them over summer
 - Students may keep Chromebooks for AP testing, if needed. We will collect those at a later date.
 - Seniors only - Once all fees and materials have been collected, pick up Cap and Gown
 - Get back in your car and drive to the next stops, if they apply to you

Step 2 - Personal Belongings Pick-up

- Please drive to the bottom of the main parking lot (by front entrance)
 - ONLY if you have personal belongings to collect
- In the main entrance drive-thru, a staff member will find your locker contents in a plastic bag labeled with your name/locker number, Follow the signs
- Please stay tuned for more information regarding yearbook pick-up at a later date

Step 3 - Athletic/Band Equipment/Uniform Drop-Off

- Please proceed to designated area in main parking lot only if you have athletic or band equipment/uniforms to return
- Bring your school-issued athletic or band equipment/uniforms to the auxiliary gym
- Make sure all of your materials are labeled clearly with your first and last name and graduation year
- Leave the items on the designated tables in the auxiliary gym, Follow the signs

Once you have completed your materials drop off and/or picked up your locker contents, you will be asked to leave the campus to help us maintain required social distancing.

Thank you for your cooperation!