

HUNTINGDON AREA HIGH SCHOOL

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Mr. Travis R. Lee,
Secondary Principal

Mr. Brent A. Stoltzfus,
Assistant Principal

"ALL LEARNERS, ALL FUTURES"

To: Learners, Parents, and Guardians
From: Mr. Travis Lee, High School Principal
Re: HAHS EOY Materials Return Procedures
Date: May 27, 2020

Hello Learners, Parents, and Guardians,

This message outlines the procedures for returning all school property, and paying any debts you may have with the school. Everything that is listed should only take about 5 minutes to complete for each learner. Learners must leave the premises after completing the activities, follow all social distancing guidelines, and wear a mask.

The dates and times to complete these activities are Monday, June 1, Wednesday, June 3, and Monday, June 8, from 8:00 am to 3:30 pm. Please see the recommended alphabetically scheduled times below. There will be an evening date of Monday, June 8th, from 5:00 to 7:00 pm. Please contact the school office if an alternate time needs to be scheduled. It is important that all learners return their materials.

Procedure:

1. You will remain in your car during the entire process.
2. Please use the bus loop that goes in front of the High School and stop at the front doors. A staff member will take your iPad and textbooks so they can be checked in.
 - a. Please place returned textbooks, library books, etc, in a bag (shopping bag). Label the bag with learner name, grade, and homeroom.
 - b. Keep your iPad separate and powered on so that it can be checked. Please make sure your iPad has the learner name, grade, and homeroom posted on it, and list if there is any damage or issues with it. Make sure to have your case and keyboard.
3. Once you are cleared by a staff member please proceed to the last set of auditorium doors to drop off any additional items such as sports uniforms, choir robes and music, etc. This will also be the location where any items will be returned to you, such as locker contents.

HAHS will account for all materials after the collection period, so that we can be prepared for the 20-21 school year. If there are any debts still owed, follow-ups during the summer and at the start of the next school year will be sent.

Thanks in advance for your cooperation!

Materials Return Schedule

Time	Last Name	Time	Last Name
8:00 am	A - C	12:00 pm	M - O
9:00 am	D - F	1:00 pm	P - R
10:00 am	G - I	2:00 pm	S - V
11:00 am	J - L	3:00 pm	W - Z