

Dear Mayo Families:

As we approach the end of the school year, we realize the need for students to collect items and personal belongings that they left behind when remote learning was implemented for the remainder of this school year. Additionally, we recognize students may have school- or county-issued items that they need to return, including classroom materials, library books, textbooks, musical instruments, etc.

This past week, our school staff was able to come in to pack up and label student items for return. We have identified June 16th as an opportunity for K-5 families to retrieve personal items and return any school- or county-issued items.* Families have been assigned a time for pickup based on the first letter of the student's last name (see schedule below). To minimize ongoing health risks related to the presence of Coronavirus, this will be a curbside pick-up and drop off process. There will not be any student or parent access to the building.

- Place a piece of paper that has your child(ren)'s name on it in large letters in the passenger side window.
- Please enter the car loop parking lot and follow directional signs to line up cars for drive-thru pickup.
- All textbooks and library books should be placed in the appropriate bin at the table posted "Book Return". Attach a sticky note (or sheet of paper) inside the cover of the book that states the students name, teacher's name, and student ID number.
- School issued instruments should be placed on the table posted "Instrument Return". Please label the instruments with the student's name and student ID.
- You will then be directed to move forward, and the student's belongings will be given through the passenger window.

Student Pick up time by Last Name for June 16th:

8:00 to 8:30	A or B	10:30 to 11:00	K or L
8:30 to 9:00	C or D	11:00 to 11:30	M, N or O
9:15 to 9:45	E, F or G	12:30 to 1:00	P, Q or R
9:45 to 10:15	H, I or J	1:00 to 1:30	S
		1:45 to 2:15	T through Z

*Unfortunately, the printing of yearbooks has been delayed due to Covid-19. As soon as shipment is received, we will schedule a similar distribution method.

Thank you for your patience during this process.

