Dear Middle School Parents and Students,

I would like to take this opportunity to bring some clarification to our end of year process. On Thursday May 21st, from 12-6pm, our office and custodial staffs will be conducting a drive-thru distribution operation. During this time, all personal contents of your student’s locker, as well as any medications from our nurse’s office, will be packaged and distributed. In order to do this in a timely and safe manner we have developed the following procedures, specific to May 21st.

We ask that 5th and 6th grade parents enter at our Stogdill road entrance and follow our traffic pattern used for normal car rider dismissal. Specifically, we ask that all drivers proceed west past our tennis courts and follow the parking lot arrows to circle around the lot and continue along the north side of our building, eventually turning to the south along the front of our building.

The 6th grade exchange point will be door 9, and the 5th grade exchange point will be door 1. We will have staff members positioned outside to aid in the flow of traffic. Cars should utilize the southeast exit.

7th and 8th grade parents should enter our parking lot in the southwest corner, off of State Road 116. Cars should proceed north, thru the parking lot and follow the signage provided.

The 8th grade exchange point will be door 5, and the 7th grade exchange point will be door 4. We will have staff members positioned outside to aid in the flow of traffic. Cars should follow the signage to utilize the southeast exit.

A couple of procedural points for everyone;

1. To expedite this process, we ask that each vehicle hold up a sign to show our spotters your student’s name and grade level.

2. A staff member will place your student’s bag of personal belongings in your vehicle, and will receive returnable items (chrome book, if you choose, library books, textbooks, etc..)

3. If you have multiple students, in different grade levels within our middle school, simply choose one of your student’s exchange points and we will bring your additional student’s items to you. No need to get in multiple lines.

Finally, thank you for your support and patience during this most unusual end to our school year. And we look forward to seeing your kids and our students again.

Thank you and stay safe!

[Signature]
5th & 6th Grade enter from Stogdill Rd, circle on west side of the Tennis Courts. 5th Grade pick up is at Door 6. 6th Grade pick up is at Door 9.

5th & 6th Grade exit parking lot by turning north onto Stogdill Rd.

7th Grade pick up is at Door 4. 8th Grade pick up is at Door 5.

7th & 8th Grade enter from St. Rd 116.

7th & 8th Grade exit from parking. Eastbound on south side and exit right onto Stogdill.