

Friday, August 7th – Student Materials Pick-Up



DIRECTIONS FOR CURBSIDE PICK-UP

For the safety of all students, staff, and parents, please remain in your vehicle during the distribution of school materials, pre-ordered school supplies, and pre-requested technology device.

- All families will enter the campus as marked on the map above (following the red arrows). Proceed to door #12 where a staff member will ask for your student's grade level and then provide you with the needed school materials for that grade. If this is all you are picking up, you may carefully pull out to the left of the line and exit straight ahead (black arrows).
- If you pre-requested a technology device, remain in line following the green arrows to door #13. **IMPORTANT INFORMATION TO KNOW BEFORE YOU COME TO PICK UP TECHNOLOGY DEVICE(S):**
 - Before you drive away, each Evans student that will be using the device will be required to log in from your vehicle before leaving with the device. This is necessary to make sure it connects to our wifi and will work once you get home.
 - So, if your student(s) is not coming with you – you must know their log in information. Log in ID is their student ID# _____ and password _____.
 - Know you are only picking up device(s) for your Evans student(s). If you have other children who attend other Allen schools, you will pick up their device(s) from their location.
 - You will be given a check-out sheet noting the technology device(s) you are checking out from Evans. You will need to sign for receipt of pick-up and assurance of return.

If this is all you are picking up, you may carefully pull out to the left of the line and exit straight ahead (black arrows).

- If you pre-ordered school supplies, remain in line following the yellow arrows to door #2. Here a staff member will ask for your student's grade and name, verify pre-order, and provide the supply pack. If this is all you are picking up, you may carefully pull out to the left of the line and exit straight ahead (black arrows). You have now proceeded through each of the distribution stations and may exit following the yellow arrows.

Distribution will follow the schedule below, alphabetic by student's last name. Remember, parents and students will not be permitted out of their vehicle or in the building.

8:00 am – 9:00 am	A – Co
9:00 am – 10:00 am	Cr – He
10:00 am – 11:00 am	Hi – Ly
11:00 am – 12:00 pm	Ma – Pu
12:00 pm – 1:00 pm	Qa – Th
1:00 pm – 2:00 pm	Ti - Z

Thank you in advance for your patience & understanding, as we will work diligently to minimize your wait time.