

Poudre Senior Parents and Students,

This is a reminder that student retrieval and return of items to PHS for seniors is May 18<sup>th</sup> and 19<sup>th</sup>. The groups are broken down by last names that fall within an alphabetic range to minimize the number of students in any given area of the building.

Each door in our building will have a staff member to control the number of students entering the building at any given time. Inside the building, staff members will be present to enforce social distancing. Campus security will be outside to patrol to deter loitering. Our custodial team has been working hard to disinfect the building.

Students must wear a mask and abide by social distancing and health and safety regulations in order to participate.

**The following items need to be dropped off:**

1. Any text books and media books
2. Laptop (unless you are keeping it for the AP exams)
3. Laptop Charger
4. Calculator (if borrowed)
5. Instruments
6. Sports/Athletic Uniforms and Equipment
7. Art Supplies checked out during the school year

**The following items need to be picked up:**

1. Locker Contents from regular lockers in the hallways
2. Sports clothing and equipment from the PE locker rooms and varsity sports locker rooms
3. Band locker items
4. Art projects
5. Graduation awards, medals, etc. for Seniors
6. Yearbooks already pre-purchased
7. Athletic awards

Please purchase your 2019-2020 yearbook online through <https://www.poudreyearbook.com/>. Students will pick up their pre-ordered yearbook on their designated student check-in date. We will not be taking in-person payments for yearbooks and only distributing to students who pre-ordered by May 15<sup>th</sup>. We have fewer than 100 copies left, so order before they sell out!

**Step 1 – Return and pick up items**

Students will enter into the southeast gym door by the Victory Bell. Inside the main gym, students will walk through stations that will have plexiglass to limit the transmission of germs.

- Station 1 – Return laptop / Laptop Charger / Calculator
- Station 2 – Return text books / media books
- Station 3 – Return athletic uniforms and equipment / pick up athletic awards
- Station 4 – Pick up yearbooks already pre-purchased
- Station 5 – Pick up senior awards – IB stoles, graduation cords/medals, etc.

Students who need to pick up sports clothing and equipment from their PE locker or varsity sports locker will collect those items at that time. All other students will exit the gym on the northeast exit of the gym.

**Step 2 – Collect locker contents**

There will be 3 external doors open for students to access their locker. Each of these doors will be staffed to limit the number of students. The designated locker doors are the southwest door of the main gym, the northeast door and the east door. Students will select the entrance that is closest to their locker to retrieve their items.

**Step 3 – Pick up art projects / return art supplies**

Students will access the west door outside of the art room to pick up art projects and return art supplies.

**Step 4 – Pick up music locker contents / return instruments**

Students will have access to the northwest door of the building to collect music locker contents or return instruments.

Find the time slot that your last name falls within the alphabetic range listed below.

**Mon, May 18 – Grade 12**

8:00 – 8:20: Abulobaida – Anderson  
8:20 – 8:40: Ankele – Bachand  
8:40 – 9:00: Baeza – Bednar  
9:00 – 9:20: Bendzsa - Bole  
9:20 – 9:40: Bormann – Burrell  
9:40 – 10:00: Buxton – Chavez  
10:00 – 10:20: Cherry – Cline  
10:20 – 10:40: Colle – Cowel  
10:40 – 11:00: Cox – Delaney  
11:00 – 11:20: Delmore – Dugger  
11:20 – 11:40: Duran – Ferrie  
11:40 – 12:00: Fleming – Gaspard  
1:00 – 1:20: Gentile – Gonzalez  
1:20 – 1:40: Gottwald – Hagar  
1:40 – 2:00: Hahn – Henker  
2:00 – 2:20: Hernandez – Houchin  
2:20 – 2:40: Houdeshell – Isaacson  
2:40 – 3:00: Isassi Ramirez – Kabot  
3:00 – 3:20: Kahl – Klug  
3:20 – 3:40: Knape – Lee  
3:40 – 4:00: Lehmann – Longmore

**Tues, May 19 – Grade 12**

8:00 – 8:20: Lopez – MacKinney  
8:20 – 8:40: Mangaoang - McNulty  
8:40 – 9:00: Medina Morales – Mohr

9:00 – 9:20: Montague – Munoz Cruz  
9:20 – 9:40: Murzyn – Noe  
9:40 – 10:00: Noyer – Patricio Rueda  
10:00 – 10:20: Pearl – Raczka  
10:20 – 10:40: Radin – Reyman  
10:40 – 11:00: Richardson – Romero Lopez  
11:00 – 11:20: Rosalez – Santibanez  
11:20 – 11:40: Santillanes – Sealander  
11:40 – 12:00: See – Simpson  
1:00 – 1:20: Sincavage – Spearnak  
1:20 – 1:40: Spooner – Thomas  
1:40 – 2:00: Todd – Valenzuela  
2:00 – 2:20: Valerius – Vigil Jr  
2:20 – 2:40: Villa – Williams  
2:40 – 3:00: Wilson – Ziegler

There is a makeup day on Fri, May 29<sup>th</sup> by alphabet:

A – D 9:00 am  
E – H 10 am  
I – M 11 am  
Closed 12 – 1 pm  
N – R 1:00 pm  
S – V 2:00 pm  
W – Z 3:00 pm

Please contact Kendall Wilson at [kendallw@psdschools.org](mailto:kendallw@psdschools.org) for any questions or more information.