Parents/Guardians:

Canby Elementary has been preparing for Distance Learning. We are having the first pickup **on Friday, March 27th**. Every class might look a little different but there will also be some similarities as well. Canby Elementary will be using a mixed delivery by using technology and paper packets. On Friday, March 27th we will be conducting a packet pickup at Canby Elementary. We will be doing this from 7:30 a.m. to 9:30 a.m. and 11:00 a.m. to 1:30 p.m. If these times do not work for you please email your teacher for a time for you to pick up your packets. Packets that are not picked up on Monday, we will be making arrangements to have those packets picked up. We will work with you to find a suitable time to get the information that you need. Below is the procedure on how the pickup will occur:

**Packet Pickup**

1. **Packet Pickup will occur on Mondays at these times. The next pickup will be on Monday April 6th.**
2. **Please use the East driveway that you would normally use for dropping off students in the morning.**
3. **Please drive up in the bus lane where you will be greeted by a staff member.**
4. **You will give that staff member the name(s) of your student(s) and teacher(s) name. Please be prepared to give that information.**
5. **You will be given all information that pertains to your student(s).**
6. **You will be able to remain in your vehicle through the whole process.**

**Packet Drop Off**

1. **First Drop off of work will be on Monday, April 6th.**
2. **Drop off will run the same times as pickup.**
3. **Packet drop off will also occur on Mondays.**
4. **Procedure is very similar to pick up.**
5. **Please use the East driveway and there will be staff that will be taking your packets from the previous week right before the bus lane.**
6. **Then you will be able to proceed in the bus lane to pick up the new packets for that week.**

**Attendance**

Attendance is still an important aspect for school. Attendance will be taken for students. There will be a sign in sheet in your students’ packet for parents to sign for attendance. Second grade will be using a Remind Message.