

Good evening, parents.

We would like to take a moment to thank all of you for your efforts in helping our students finish the school year through distance learning. We appreciate all of your hard work in making these past several weeks meaningful for our students, and we thank you for partnering with us. It is our hope that, in these ever-changing times, we will be able to return to a normal schedule when school picks back up in August. We will continue to follow the guidelines set for public schools at the federal and state levels and communicate with you about any changes that may cause us to have to deviate from a normal schedule.

As we wrap up this school year, there are a number of housekeeping measures with which we want to ask for your assistance during next week from Monday, May 18th through Wednesday, May 20th. Please listen to the following information which can also be found on our website at [www.tecumseh.k12.ok.us](http://www.tecumseh.k12.ok.us).

First, chromebook check in procedures – if you checked out a chromebook from the school for use during distance learning, we will be open next week from Monday through Wednesday at our Krouch Campus to collect those from you. Krouch is located at 723 W. Park Street. The times for chromebook check-in are as follows: Monday, May 18th and Wednesday, May 20<sup>th</sup>, Krouch will be open from 10 AM to 6 PM and Tuesday, May 19<sup>th</sup>, Krouch will be open from 7 AM to 3 PM. Please enter the circle drive located on the east side of the Krouch Campus at the intersection of Park and 10<sup>th</sup> Streets. A staff member will be there to collect the chromebook from you. Please bring both the chromebook and the charger!

Each of our school sites will also be open during those same hours for you to collect your student's belongings. Those times again are Monday, May 18<sup>th</sup> from 10 AM to 6 PM, Tuesday, May 19<sup>th</sup> from 7 AM to 3 PM, and Wednesday, May 20<sup>th</sup> from 10 AM to 6 PM. If you are unavailable to make it to your child's school during one of these days, please email the site principal to arrange another time.

Staff members have worked to collect any personal items found in your child's lockers, desks, and classrooms at all school sites. School-issued items like textbooks and library books have already been checked in. Personal items have been placed in paper bags with your child's name on the outside. When you go to your child's site, please return any school-issued items that you may still have like

textbooks, library books, or sports uniforms. At that time, you will also be able to collect the sack containing your child's personal belongings. We plan to operate this in a drive-thru process at all sites so that you will not have to get out of your car.

If you have special needs or considerations during the check-in process, please contact your child's teacher or site principal to discuss those details by emailing them or calling the school site sometime this week.

Once again, we want to thank you for your assistance this Spring in providing distance learning opportunities for our students. We look forward to continuing to partner with you in the Fall. Please visit our website for the latest information which will be updated regularly. Thank you for your support of Tecumseh Public Schools.