

Parents and Students,

We are aware that students have many materials that need to be returned to the school and there are many materials that need to be retrieved from the school. We will have one long day followed by three shorter days in hopes that we have provided ample time for the exchange with as little hassle to parents as possible.

The dates and times are a suggestion intended to prevent long backups and delays caused by being overwhelmed at any particular time. That said, if there is only one time that you can come to the school, please come during that time. Just tell the attendant when you arrive that you are exchanging materials for a different grade.

We want you to have to come to school as little as possible. If you have more than one child, please come at the suggested time of one of the children but bring all of the materials that need to be exchanged for all children.

It will be very important to identify your items by placing a sticky note with the student's name and the teacher's name inside books so we can easily tell who brought the materials back.

The following is our plan for making that exchange happen:

Materials:

Things that students have that need to be returned to the school may not immediately come to mind. Please take a look at these categories to help remind you of what you may have.

iPad:

- ***KEEP your iPad and charging block if you are returning to Erie High in the fall.***

If you are leaving SVVSD or if you are graduating, we need your iPad and charger (Apple's 12W power block with the prongs that go in & out) back. If either of these items is damaged or lost, please call the school ahead of time. iPads should be separate from the rest of the materials so that we may inventory and service them immediately. Please make sure you know [how to move](#) anything you need from email or Docs before you go. All iPads need to be reset so they may be used by others next year and students need to be signed out of their iCloud account. Please remember to:

- erase iPad
- power iPad off
- leave iPad in case
- ***return iPad and 12W charging block*** ‘
- ***return keyboard (if you checked one out for AP testing)***
- ***have iPad charged to at least 50%***

Procedure for erasing/resetting iPad:

1. How to erase all data from your iPad

- Launch the Settings app from the Home screen of your iPad.
- Now tap on General.
- Scroll to the bottom and tap on **Reset**.
- Tap on **Erase All Content and Settings**.
- Tap on **Erase Now**.
- Enter your Passcode.
- Erase, Erase, Enter your Apple ID Password.
- Once the apple screen finishes the process, you should see the HELLO screen.

Turn off the iPad by holding down the button on the top right until you get a prompt to swipe to turn it off.

We ask that any items being returned to Erie High have a sticky note with your student's name on it and the teacher/coach the item should be returned to. Materials should be placed in a bag (a grocery bag or kitchen trash bag is fine) with the student's name on it.

Sports:

If you have school-issued uniforms or equipment, they need to be returned to the school with other materials at students' homes. Sports materials should be placed in a bag together (so, a bag within the student's bag) so that the Athletics Department may inventory supplies.

Band Uniforms:

KEEP the uniform if you are returning to the Marching Band next year. RETURN the uniform if you are a senior or leaving Erie High.

Music/Scripts:

If you are part of a choir, band, or drama program and you have any music or scripts or instruments that need to be returned to the school, you can do that during the material exchange days.

Art:

Do you have any equipment that belongs to the Art Department?

Library:

Do you have a book or any checked out material from the Library? If you checked out a keyboard for AP testing, you should come on Tuesday, May 26th.

Textbooks & Other Materials:

Do you have a school textbook? Have you borrowed a book/novel from an English teacher? We ask that textbooks and other materials being returned **have a sticky note inside with the teacher's name and student's name.**

ALL MATERIALS being returned should be placed in a plastic bag with the student's **FULL NAME/CURRENT GRADE** on it so that our attendants can sort all of the items once they are in the school.

We will be handing out the contents of any of your school lockers including any band or PE lockers. Some teachers will have materials to hand back to students as well. Additionally, students will receive their yearbook if they ordered one. Seniors will be given their graduation regalia that day as well as other important items in their "senior envelope". **Diplomas are legal documents and may only be given to the student or their parent. If you are unable to pick it up on Tuesday, May 26th, please contact the school to schedule a time to pick it up.** If there is something else that you need to be returned to you from school that isn't one of those things, please contact the school so that we can make sure it gets placed with your other materials.

Schedule:

Thursday, May 28th:

All freshmen and sophomores by FIRST LETTER of the LAST NAME on the schedule below:

- 8:00 - 8:30am **A-B**
- 8:30 - 9:00am **C-D**
- 9:00 - 9:30am **E-F**
- 9:30 - 10:00am **G-H**
- 10:00 - 10:30am **I-J**
- 10:30 - 11:00am **K-L**
- 11:00 - 11:30am **M-N**
- 11:30am - Noon **O-P**
- Noon - 12:30pm **Q-R**
- 12:30 - 1:00pm **S-T**
- 1:00 - 1:30pm **U-V**
- 1:30 - 2:00pm **W-X**
- 2:00 - 2:30 **Y-Z**