

Families will pull into Lincoln at the front entrance and **remain in their cars**. A staff member will assist you when they are ready. Please have the name of the advisory teacher ready so the process can go smoothly. We will retrieve any locker contents and begin asking you if you have your laptop, textbooks, library books or a flash drive to turn in. We will then ask you if you have any medication to pick up or need to pick up a yearbook. Students and parents will have an option to look at the PE locker room items -one family at a time- by parking in the Boys and Girls Club parking lot. Additionally, families can visit Ms. Kettlewell to turn in or pickup instruments. This will also be managed by parking in the Boys and Girls Club parking lot.

Below is what will occur when you arrive:

Pick-up locker contents

- Turn in laptops (required)
 1. No stickers or name tags on the laptop.
 2. Attach a piece of paper to the laptop with student name and number
 3. List on that paper any issues with the laptop: no camera, no microphone, battery bad, needs to be plugged in to work, etc..
 4. Charger
- Turn in library books and textbooks (required)
- Pick up a yearbook
- Turn in a flash drive that contains schoolwork on it
- Pick up medication from our clinic
- Return or pick up an instrument

If your student is NOT with you, you will need to know your child's advisory teacher. Items can only be picked up in the presence of the student or you must be on the contact list for the student. You must come on the correct grade level day. The only exception to this will be for siblings. No other exceptions can be made.