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| **LES-Important Pick Up/Drop Off Survey**  |
| **Important Message: Student Item Pick Up/Drop Off Request****May 29, 2020**Dear Lisbon Families,We recognize that when students left school on March 13, many personal items were left behind.  We have received emails from many families inquiring about how these items can be retrieved.  HCPSS has developed protocols for school staff, families, and students to follow to retrieve high priority items from our schools.  If, after reviewing the information below, you would like to request to pick up a high priority item from Lisbon ES, or you will need to return school system property due to your child(ren) not attending any HCPSS school for the 2020-21 school year, please complete the form in the link below.  We kindly request that you complete the form by the end of the day on Tuesday, June 2.  Once we have received all requests, we will be in touch with families who have placed requests regarding next steps.  As always, please do not hesitate to contact me at debra\_anoff@hcpss.org with any questions regarding this process.  Students Returning To Any HCPSS School In The FallStudents with school system property such as Chromebooks, band and orchestra instruments, textbooks, media books, or other materials and supplies belonging to HCPSS are being asked to hold on to the materials until school resumes in school buildings.Once school resumes in school buildings, students will bring their school system property to whatever school they attend and it will be collected and redistributed to its original location. There is nothing that families need to do, even if your student is moving to middle school or another school within HCPSS.Students/families that need to pick up essential items left at school (i.e. medication, Assistive Technology Device, personal instrument) will complete a request to pick up those items and will be assigned a time to do this.Students NOT Returning To An HCPSS School In The FallStudents leaving HCPSS, regardless of grade, will complete a request to return HCPSS property and will be assigned a time to do this.Students/families that need to pick up essential items left at school (i.e. medication, Assistive Technology Device, personal instrument) will complete a request to pick up those items and will be assigned a time to do this.Further information will be coming out soon regarding specific pick up and drop off times.How To Request To Drop Off Or Pick Up ItemsIf you need to request to drop off or pick up items for your student, please complete the [Student Item Pick Up/ Drop Off Request Form](https://nam01.safelinks.protection.outlook.com/?url=http:%2F%2Ftrack.spe.schoolmessenger.com%2Ff%2Fa%2Fptzz6Euvsodo4i_rNkh68Q~~%2FAAAAAQA~%2FRgRgspDPP0RvaHR0cHM6Ly9kb2NzLmdvb2dsZS5jb20vZm9ybXMvZC9lLzFGQUlwUUxTY0E0RVM4eGZfRE1NN3gxbVViVm5ZQlJEUUhjZHExY3VYTVdGYTRSNy1ZV0swaUl3L3ZpZXdmb3JtP3VzcD1zZl9saW5rVwdzY2hvb2xtQgoAR09d0V7uU8jdUhdrYXJlbl9qb2huc29uQGhjcHNzLm9yZ1gEAAAAAQ~~&data=02%7C01%7Ckaren_johnson%40hcpss.org%7Cd089a1dd3d904445354008d80403764e%7C96a9ac4c477e4dada2b28ad3fc46790b%7C1%7C0%7C637263760205309648&sdata=fK7P%2BYV8tNhbm6KYBHu3TBkAvWgI2yj4I06VAGvf4WY%3D&reserved=0) by **Tuesday, June 2**, to make your request.Unfortunately, we will not be able to provide any students or families access to the school.    However, our team will work to retrieve critical items for you to pick up, outside of LES, on a specific date and time (we anticipate during the week of June 8th).   To assist us in planning this process we ask that families who have critical items to pick up or return please complete the following survey by Tuesday, June 2nd.   As a reminder - returns are only necessary if your child will not be in any HCPSS school for the 2020-21 school year.Thank you again for your help in complying with these procedures, as we develop a safe plan for all involved.Mrs. Anoff |
|  **Lisbon Elementary School** | 15901 Frederick Road Woodbine, MD 21797 | (410) 313-5506 | [les.hcpss.org](https://nam01.safelinks.protection.outlook.com/?url=http:%2F%2Ftrack.spe.schoolmessenger.com%2Ff%2Fa%2Fgp78VFdT-2IKxjiviug7KQ~~%2FAAAAAQA~%2FRgRgspDPP0QVaHR0cDovL2xlcy5oY3Bzcy5vcmcvVwdzY2hvb2xtQgoAR09d0V7uU8jdUhdrYXJlbl9qb2huc29uQGhjcHNzLm9yZ1gEAAAAAQ~~&data=02%7C01%7Ckaren_johnson%40hcpss.org%7Cd089a1dd3d904445354008d80403764e%7C96a9ac4c477e4dada2b28ad3fc46790b%7C1%7C0%7C637263760205319606&sdata=VAQZvhu4ODIf%2FbBrYVibbC4KPP3REwS4h34w0ycQxKc%3D&reserved=0) |