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| **Lisbon Chromebook & Student Materials Pick-Up**  **September 1st & 2nd** |
| On Tuesday, September 1st and Wednesday, September 2nd, Lisbon will be offering times for families to come pick up student materials needed, including Chromebooks, for the 20-21 school year. This is also a time for any borrowed items (library books, classroom or teacher loaned materials, etc.) to be returned to school. Please read the following procedures carefully and completely to assist in a smooth and safe pick-up process for our staff volunteers and families.  All LES families should visit Lisbon to pick up instructional items their child will need throughout the semester (including Chromebooks). All elementary students will be provided and are required to use an HCPSS Chromebook for instruction.  On Tuesday, September 1st, pick-up times will range from 8:00 am-3:00 pm.  On Wednesday, September 2nd, pick-up times will range from 2:00 pm-7:00 pm.  We are assigning a block of time according to your last name. Please see time assignments below for each date. Please choose the date that works best for you, then pick-up during your assigned time.  Tuesday, September 1st  · 8:00 am- 9:00am- Last name beginning with A- D  · 9:00 am- 10:00am- Last name beginning with E-H  · 10:00 am- 11:00am- Last name beginning with I- L  · 11:00 am- 12:00pm- Last name beginning with M-P  · 1:00 pm- 2:00pm- Last name beginning with Q-S  · 2:00 pm- 3:00pm- Last name beginning with T-Z  Wednesday, September 2nd  · 2:00 pm- 3:00pm Last name beginning with A- E  · 3:00 pm- 4:00pm- Last name beginning with F-I  · 4:00 pm- 5:00pm - Last name beginning with J-M  · 5:00 pm- 6:00pm - Last name beginning with N-Q  · 6:00 pm- 7:00pm - Last name beginning with R-Z  Procedures for pick up:  BEFORE you arrive at Lisbon:  1. Put any items for return in your trunk, easily visible and marked with your child’s name. If you already have an HCPSS student device, you DO NOT need to return this to us. Your child should keep this for the 20-21 school year. If you were sharing devices in a family with more than one child, an additional device will be given to you.  2. Put sign in on the passenger side of the windshield in LARGE LETTERS with the first and last name of the student and the grade level they are entering this year. If you have more than one student, please ensure you have ALL students listed.  AFTER you arrive at Lisbon:  1. Staff will direct you to pull up in front of the building in a single line.  2. Open/unlock your trunk and stay in your car. When a LES staff member approaches, please display the sign with your last name in your window.  3. The staff member will close your trunk. You should remain in your car at all times.  \*Should you have any questions or issues during pick-up, please call the school office at 410-313-5506. Please email Mrs. Anoff ([debra\_anoff@hcpss.org](mailto:debra_anoff@hcpss.org)) if you have questions before pick-up.  Thank you so much for your continued partnership and collaboration as we plan a safe and orderly pick-up and drop-off process!  As always, we are happy to answer any questions or provide additional support.  Mrs. Anoff and Ms. Wright |
| **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%2FimOUS6TbYTW4UNy7lyY-Dg~~%2FAAAAAQA~%2FRgRhJ9bUP0QVaHR0cDovL2xlcy5oY3Bzcy5vcmcvVwdzY2hvb2xtQgoAR1SjRl8ZbUEwUhdrYXJlbl9qb2huc29uQGhjcHNzLm9yZ1gEAAAAAQ~~&data=02%7C01%7Ckaren_johnson%40hcpss.org%7C99028c09398046fa9dd008d849e9fae2%7C96a9ac4c477e4dada2b28ad3fc46790b%7C1%7C0%7C637340616576500497&sdata=UiFgYDB%2B6yfuUAIojCNRVPEViKcS4NL92%2B8xERYUEBc%3D&reserved=0) |