



STUDENT MATERIAL RETRIEVAL AND RETURN PROCESS

As students/families safely prepare to pick up items from school and return items that belong to the YRDSB, please adhere to the following steps.

1

Notification



Schools will notify families as to how and when they can pick up their belongings.

2

Edsby Sign Up



Families should ensure they have an **Edsby** account as they will be sent an invitation through Edsby.

Instructions on how to login/create an Edsby account can be found [here](#).

3

Schedule a Time & Prepare for Pick-Up Day



Edsby will send invitations to families asking them to schedule an appointment.

Families can schedule a day and time to attend school to get their personal items and return any school items.

Families should bring a bag for collection of materials.

4

Arrival

Walking is recommended where possible



Line up at designated entry adhering to social distancing one parent/child (K-gr 6) one student (gr 7-12), and one parent with/without a student (Community Class K-12)

Adhere to self-screening instructions, and visit the hand-sanitizing station at the front entrance.

5

School Entry



When directed by staff, go directly to classroom/locker and retrieve all personal belongings.

Leave lock on locker door (if school owned lock).

Return school owned items to homeroom or designated area.

Maintain at least a 2m distance from others at all times.

Complete process within 15 minute time period.

6

Departure



Leave the building using the designated door with all personal belongings, and leave school premises immediately as more families will arrive.