



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

Review Info



Families should review the 'Student Booking for Retrieval of Items from School in TeachAssist' document.

The schedule will open up on June 9th.

3

Schedule a Time &

Prepare for Pick-Up Day



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

Students should bring a bag for collection of materials.

4

Arrival

Walking is recommended



Line up at designated entry adhering to social distancing one student (gr 7-12) and one parent with/without a student (Community Class 9-12)

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 locker and retrieve all personal belongings.

Leave lock on locker door.

Return school owned items to 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 students will arrive.