

Dallastown Area High School
12th Grade, Class of 2020

School Property Drop Off
Tuesday, May 26, 2020

This includes laptop, charger, textbooks, novels, calculators, supply kits, etc.

To ensure a quick and smooth drop off, we ask that you utilize the designated windows below:
Tuesday, May 26, 2020

Student Last Name	Designated Time Window
A – H	9:00 AM – 11:00 AM
I – P	1:00 PM – 3:00 PM
Q – Z	4:00 PM – 7:00 PM

*If you are unable to make your designated time, you may use another drop off window. School Property will be collected on:

- Wednesday, May 27 (9 – 11 AM, 1 – 3 PM, 4 – 7 PM)
- Thursday, May 28 (1 – 3 PM, 4 – 7 PM)
- Friday, May 29 (1 – 3 PM, 4 – 7 PM).

Again, we strongly encourage you to drop off materials during your designated time window to avoid long lines and backups.

Items not returned will result in a recorded student obligation that must be resolved prior to graduation.

Drop Off Procedure

1. Complete the attached drop off form in advance, if possible.
2. Remain in vehicle during entire process.
3. Please follow the diagram below. Enter campus from the “Tennis Court Hill” entrance and follow green arrows.
4. At station 1, you will be given a drop off form, if not already completed.
5. Proceed to station 2 where you will drop off your items. Follow the green arrows and pull into the drop off station.
6. At station 2, please remain in your vehicle. Present the completed drop off form to one of the staff members along with the district property you are returning.
7. A staff member will check off all items being returned on your drop off form.
8. The staff member will ask you to take a picture of the drop off form with your phone as a receipt of the property submitted.
9. Once completed, you may follow the orange arrows and exit campus onto New School Lane.

