

UHA Student Material Drop Off and Pick Up – WEDNESDAY, MAY 20 EXCHANGE DAY

Students will drop off **textbooks**, completed work if applicable, **chrome books**, library books, and any material owned by the school. School staff will have all personal items left in lockers in bags labeled with the students' name for pick up.

Students will also be given their yearbooks, and any summer reading or school assignments when they drop off their school materials. We will have a return process for any prescribed medications that were left in our school clinic.

Lower School Drop off will be Wednesday, May 20 from 8:00-10:00 am or 5:00- 6:00 pm.

Weather permitting - Parents and students will stay in their cars. Cars will line up in front of the building like afternoon parent pick up, and teachers will take items and give students their items.

If weather is not good, teachers and tables will be in the gym. Parents will be permitted in a few at a time in the front gym doors to exchange items with their child's teacher.

Middle School Drop off will be Wednesday, May 20 from 10:00am – 12:00pm and

6:00 pm-7:00 pm. Weather permitting – Parents and students will stay in their cars. Cars will line up on the right side of the building. Teachers will be stationed outside the door by the gym concession stand. Teachers will collect items from the students and give students their items. If weather is not good, teachers and tables will be set up in the gym. Parents/students will be permitted in a few at a time in the concession side gym door to exchange items with their teachers.

Upper School drop off will be Wednesday, May 20 12:00 pm - 2:00 pm and 5:00 pm -6:00 pm.

Weather permitting upper school students or parents will pull around to the back of the building staying in the left lane – closest to the building. Students and parents will be asked to remain in their car until called. When called, the student will go to the tables set up in the breezeway that connects the two school buildings to drop of their materials and receive their personal items. If weather doesn't permit, students will remain in cars to be called and they will be permitted in the lobby of the upper school (a few at a time) to exchange items.

Tenth graders who are in AP World History will have their AP Exam on Thursday, May 21. They will be allowed to drop of their materials using the same procedures above on Friday, May 22 from 9:00 am -10:30 am.