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May 7, 2020

Dear Parents,

We appreciate your continued support through distance learning with every student at Lackland ISD. The following steps outline the process for the collection and pick up of all instructional materials at both Lackland Elementary School and Stacey Jr/Sr High School. Drop off of iPads and library books will occur in front of Lackland Elementary for **all** students (Grades PK-12).

Upon arrival, please display the included form through your window, which indicates your child's name, grade level, and teacher (Elementary only).

We will use the following schedule to facilitate the pickup process:

Thursday, May 21, 2020

1:00 pm – 2:30 pm: Last name A – E

2:30 pm – 4:00 pm: Last name F – K

4:00 pm – 5:00 pm: Drop off time for essential personnel

Friday, May 22, 2020

1:00 pm – 2:30 pm: Last name L – Q

2:30 pm – 4:00 pm: Last name R – Z

4:00 pm – 5:00 pm: Drop off time for essential personnel

Families with multiple students can drop off/pickup during their assigned time for all children.

All Students (Grades PK-12)

Cars will line up using the Elementary school (main entrance) pick-up lane. Families should not leave the vehicle until instructed in order to observe social distancing.

Drop Off (at Lackland Elementary)

- iPads
 - Grades PK-5 - charging brick, charging cable, case/keyboard, charging cable for black case/keyboards (blue cases do NOT have charging cables)
 - Grades 6-12 - charging brick, charging cable, case/keyboard, charging cable for black case/keyboards only (blue cases do NOT have charging cables), Apple Pencil or Logitech Crayon
- Library Books

Medication Pick Up (at Lackland Elementary)

- Medication pick-up (if applicable)

Lackland Elementary

Pick Up

- School supplies

Stacey Jr/Sr High School

Drop Off (Items will be dropped off at the bus drop off/pick up area at Stacey Jr/Sr HS)

- Athletic uniforms (if applicable)
- Band instruments (if applicable)
- Calculators (if applicable)
- Textbooks

Pick Up (Near 4800 building)

- Locker items
- Yearbooks

Cafeteria Information

If your child is returning next school year, their account credit will roll forward and no action is required. If you are not returning and/or would like to request that a refund be mailed to you, please click and complete the following hyperlinked form <http://bit.ly/lisdmealrefund>

Please see the attached document for a map of the vehicle flow at each campus.

Respectfully,

Burnie L. Roper

Dr. Burnie L. Roper
Superintendent of Schools