

Re: Senior Item Pick-up

Dear Class of 2020,

We hope you had a healthy and relaxing summer!

Beginning October 26<sup>th</sup> we will be distributing yearbooks, diplomas, and senior refunds from last school year. For your convenience, these items will be distributed over the course of several days to guarantee that every student has an opportunity to pick them up on a day that is most convenient for you.

Please note:

\*If you have any DOE laptops or tablets, please bring these electronic devices with you for collection.

\*Graduates will also be allowed to retrieve any personal items left in the locker room.

The following schedule will be used to distribute Senior Items:

Monday October 26 <sup>th</sup> (Great Lawn)	Tuesday October 27 <sup>th</sup> (Great Lawn)	Wednesday October 28 <sup>th</sup> (Great Lawn)	Thursday October 29 <sup>th</sup> (Great Lawn)	Friday October 30 <sup>th</sup> (Great Lawn)
9:30—12:30	9:30-12:30	9:30-12:30	11-2	11-2

Additionally, you will need to follow the procedures below to retrieve these items:

\*You must present a Hillcrest ID, College ID, or NYS identification card

\*Parent or Guardian may pick up these items with proper identification

\*All items received require a signature from the individual retrieving these items.

As a reminder, social distancing guidelines will be in effect, temperatures will be taken, and all individuals entering DOE property will be required to wear a mask and complete our health screening survey. Please download the link, and answer all questions on the survey prior to picking up your items.

<https://healthscreening.schools>

**Once the designated distribution dates have passed, you must make an appointment to pick up your Senior Items.**

Please call 718-658-5407 x1181 to set up an appointment.

Feel free to reach out if you have any further questions or concerns.

Thank You,

Eliot Finkelstein, A.P.

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718-658-5407 ext 1180