



April 30, 2020

Dear Kahok Seniors,

As the school year comes to a close we need to collect district and school materials. We will start collecting materials from seniors beginning on May 8th. This will be a staggered collection over several days using the following schedule.

May 8th - Seniors with last names starting with A - G
May 11th - Seniors with last names starting with H - O
May 12th - Seniors with last names starting with P - Z

Collection times will be 9:00am - 12:00PM

During these collection events, we ask that you stay in your cars and follow the designated route and signage on site. Please follow the social distancing guidelines set by the Center for Disease Control <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>.

If you or someone in your household is sick, please contact Joe McGinnis jmcginni@cusd.kahoks.org to arrange for an alternate method of collecting materials.

When arriving at CHS for material dropoff please use the rear entrance by the football field. Then follow the attached site layout plan when driving through the collection site. Please follow the guidelines below to help maintain social distancing during drop off:

- **Place the items (Chromebook, charger, textbooks, library books, and uniforms) you will be turning in, in the trunk, bed, or back seat of your vehicle.**
- **Stay in your vehicle and communicate with staff through an open window.**
- **In the event of inclement weather, the rain plan on the next page will be used.**

Please check your skyward account for fees relating to library books, textbooks from previous classes, and chargers. This will be a one-stop, one-time collection event for any of those items. After this event, your skyward account will be updated after May 15th to reflect any fees being charged due to not returning any materials. **In order to receive your final transcript, all fees must be paid. Fees can be paid online through your Skyward account.**

****Students in AP classes that are taking AP exams, please keep all materials you will need to study for and complete those AP exams. The collection of those items will occur after the completion of all AP exams. ****

Sincerely,

Collinsville High School Administration



Collinsville Community Unit School District 10

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Site Layout



Rain Plan

