



IRVINGTON PUBLIC SCHOOLS
Chancellor Avenue School

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Chromebook - Report Card Distribution Plan

Thursday, April 30, 2020 - 8:30 a.m. to 12:00 p.m. & 4:00 p.m. to 6:00 p.m.

Friday, May 1, 2020 – 8:30 a.m. to 12:00 p.m.

Location:
Gymnasium

Procedures:

- The chromebooks and report cards will be distributed from the gymnasium.
- Parents/guardians will not be allowed to enter the gymnasium if their noses and mouths are not covered.
- The line to enter the gymnasium will begin at the Park Place Gymnasium door.
- Cones will be placed at 6 feet distances outside and inside as mandated to organize the line.
- School visitation procedures will be followed.
- The parents/guardian will give their child's first and last name to the security officer and indicate that they are there to pick up a chromebook, report card or both.
- The security officer will verify that the parent/guardian is authorized to retrieve a report card or chromebook by reviewing the adults ID, the Power School information and the Free/Reduced list.
- The parents/guardians will enter the gymnasium maintaining the required 6 feet distance as indicated by the cones.
- The parents/guardians will be directed to proceed to one of the three tables.
- The parents/guardians will sign the Chromebook Student User Agreement form and retrieve the chromebook, if applicable.
- The parents/guardians will retrieve the report card, if applicable.
- The parents/scholars will exit the gymnasium via the Nesbit Street Door.