



Clear Paths. Bright Futures. No Limits.

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West Hartford Public Schools

Dear Conard Families,

Please see the message from Mr. Duarte for 9th, 10th and 11th grade students regarding dates for the return and collection of important items. The email students received yesterday included the link to Sign Up Genius.

Attention All Students Grades 9-11

As the end of the school year approaches, we want to let you know that we have identified four dates for the return, collection and distribution of important items. This process is still a few weeks away, but the information below will help with your advance planning.

On June 16, June 18, June 23, and June 25, students can sign-up for a 15 minute time slot to:

- Access and clean-out their academic lockers
- Access and clean-out their gym lockers
- Return any/all of the following items:
 - Textbooks
 - Library Books
 - Electronics - Library laptops, math calculators
 - Instruments, sheet music, and scripts from the musical
 - Athletic uniforms
- Pick-up any/all of the following items:
 - Artwork
 - Instruments
 - Costumes from the musical
 - CTE projects

Click on the Sign Up Genius link to request a locker clean-out time slot. Sign Up Genius is an online tool for event planning. You will follow simple prompts to make your request and we'll be able to send you a reminder through your WHPS email. Available time slots vary by date to

provide flexibility for family schedules.

Students will report to the Main Entrance for their scheduled clean-out time. Do not bring helpers and strictly adhere to your time slot. Once directed to enter the building, students will check-in and return designated items in the main lobby before cleaning out their lockers. After clean-out is complete, students will exit through the math wing to the gymnasium for additional locker clean-out (if needed) and check-out through the gym lobby. Students who need to pick-up specialty items noted above will drive to the back of the cafeteria. Items left by your teachers for pick-up will be brought to you at the cafeteria/courtyard door.

Student and Staff safety is our number one priority. *Students must bring their own mask to wear while adhering to social distancing practices.* Failure to do so may result in students being asked to leave campus. Upon completing your item return and locker clean-out, you are expected to leave campus. Group gatherings are still not permitted at this time.

Stay well.

Julio Duarte
Principal

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