



Hamilton Disston Elementary School
6801 Cottage Street
Philadelphia, PA 19135

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June 16, 2020

Dear Parents/Guardians:

Congratulations to your child on the completion of another school year. We know that while this school year has been like no other, the accomplishments of your child are to be recognized and celebrated.

We are offering you the opportunity to come to the school and pick up your child's belongings on **Thursday, June 18th from 10 AM-1 PM**. Please note that the school year is over for teachers and they will not be present to assist with item retrieval. We apologize in advance for any misplaced or lost items due to the unusual closure of school this year. Maintaining the safety and well-being of our staff, students and families is a top priority.

Please follow the instructions below to help maintain a safe environment while the items are distributed:

- In order to minimize the number of people on site, we ask that **only the parent or legal guardian come to the school. No students will be permitted to enter the building.**
- **All parents/guardians are to wear a face mask or shield at all times**
- **Bring a form of photo ID to verify that you are the parent or legal guardian (government-issued ID, student ID, Work ID).**
- If the parent/guardian/student is feeling sick, we ask that you stay at home and send a healthy representative with your ID to your child's school to pick up the device.
- To help the process go quickly, please **keep conversation with staff to a minimum.**

Thank you for your patience and understanding regarding the retrieval of your child's belongings. I wish you a safe and healthy summer.

Sincerely,
Kareem Thomas, Principal