

Teresa S. Schlichting, Principal

Brittni Molstead, Associate Principal

Dear Lincoln Families,

We are about to embark on a new adventure together as we support your students' education remotely. Our Lincoln teachers are looking forward to connecting with students on a regular basis if your family so chooses.

We understand that this is a new process for all of you and the time you have available to work with your children is limited. If you need **any** support in accessing these resources, please reach out to me or your child's homeroom teacher. We are ready to help in any manner you need.

### **Pick up dates and times:**

**Thursday April 9, 2020 11:00am - 6:00pm**

**Friday April 10, 2020 7:00am - 2:00pm**

We want to ensure the pick up process of Chromebooks and Instruments follows the guidelines given to us by the Department of Public Health and our District Nursing Department. Items will be picked up curbside and no entrance into the building will be necessary. We will have tables set up to place items for pick up. No need to call ahead, we will be ready for you. Our custodial staff and building administration will assist you in getting the necessary items. Please follow this process as you arrive for item pick up.

### **Pick up procedures:**

- 1) Pull up to the front of Lincoln (1625 S. Pennsylvania Ave.) with your vehicle facing north- school staff will greet you there.
- 2) Please state the items you need to pick up- **Chromebook only** or **Chromebook and instrument**
- 3) Give your **student's first and last name** so it can be recorded for inventory purposes.
- 4) If you are picking up a Chromebook we will give it to you on Pennsylvania Ave. and if you are picking up a Chromebook and Instrument we will give you the Chromebook then direct you to the pick up location on the north side of the building for instruments.

Thank you for your patience as we work to get your students the necessary materials for voluntary at home learning. If your child needs paper packet learning activities OR if you have any questions, please call Lincoln at **641-421-4423** and leave the following information:

**Student Name**

**Parent Name**

**Most recent home address**

**Best number to call you back on**

**Question or Need**

We will call you back as soon as possible.

Sincerely,

Teresa S. Schlichting

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