Senior Textbook Drop-off & Cap & Gown Pick-up
Tuesday, May 5th 10:00 – 2:00 pm

Points of Information:
- Students will be able to receive their caps and gowns IF they have paid in full.
  - Please contact Herff Jones directly for balance information or order status.
  - Please make sure you are paid in full before coming to the school.
  - If you need to make a payment or place an order, please visit www.highschool.herffjones.com.
- In order to follow social distance guidelines, please do not exit cars
- Remove ALL materials from books (papers, covers, etc...)
- Please arrive during your scheduled time. We will arrange the Cap and Gowns so that we know which students to expect when so that we may have a swift process for distribution.

Pick-up Windows:
- 10:00 – 10:40: Last Names A - C
- 10:45 – 11:25: Last Names D - H
- 11:30 – 12:10: Last Names I - M
- 12:15 – 12:55: Last Names N - S
- 1:00 – 1:45: Last Names T – Z

PROCEDURES
A) ENTRY
  a. Students will enter Kell High School via the bus lanes.
  b. Cones will direct drivers to merge left and drive along the tree line.
B) Station 1: Book Drop (first metal gate to courtyard)
  a. Students with books will stop to return any textbooks they have checked out.
  b. If a student does not have any books, they must still pass through this point.
C) Station 2: Graduation Gown Pickup
  a. There will be three slots for gown pickup
     i. As you pull up, you will tell the school designee your name so that your gown can be pulled
     ii. Once all three gowns have been pulled, all three cars will exit station 2
D) EXIT
  a. Vehicles will turn left to drive in front of the stadium and exit the school along Lee Waters Road.
  b. Vehicles are not permitted to stop prior to exiting.