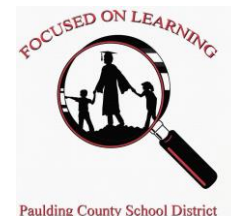




# Austin Middle School

3490 Ridge Road  
Douglasville, Georgia 30134  
Phone: (770) 942-0316 \* Fax: (770) 942-0548



Dear AMS Parents and Students,

I cannot begin to tell you how much my staff and I have missed seeing the students and eagerly anticipate having busy hallways and classrooms again! In the meantime, we have the task of closing out this school year and this letter details our plan for allowing parents/students back into the building to return and pick-up items.

As indicated on the chart below, our plan calls for students and parents to come to the school **based on the student's last name**. To help accommodate everyone's various schedules each portion of the alphabet has been given an opportunity for both an AM and PM time (on different days). Additionally, you have an option to schedule a specific time on Friday, May 15<sup>th</sup> using Sign-up Genius.

**For safety concerns, we will only allow 20 people in the building at any given time, so it may be necessary for you to wait outside until someone exits. We thank you in advance for your cooperation.** During outside wait time and during your time in the school building, we ask that you follow social distancing practices and remain 6 feet apart.

## Pick Up Dates and Times:

Monday/ May 11 <sup>th</sup>	Tuesday / May 12 <sup>th</sup>	Wednesday / May 13 <sup>th</sup>	Thursday / May 14 <sup>th</sup>	Friday / May 15 <sup>th</sup>
A-D 9:00 -12:00	L-Q 9:00-12:00	E-K 9:00- 12:00	R-Z 9:00- 12:00	By appointment through Sign-up Genius (20 min time slots for 20 people each slot)
E-K 2:30 - 5:30	R-Z 2:30 - 5:30	A-D 2:30 - 5:30	L-Q 2:30-5:30	

Link to Sign-Up Genius: <https://www.signupgenius.com/go/20F094EA9AD2AA1FD0-drop>

(The above schedule and link is also posted on the AMS website: <https://www.paulding.k12.ga.us/austin>)

## Items to consider for possible drop off or pick-up:

- Ceramic art projects (all grades), and paper art projects for 8<sup>th</sup> grade. (6<sup>th</sup> & 7<sup>th</sup> paper projects picked up in the Fall)
- Spring pictures from Lifetouch, if purchased.
- Step-It-Up fundraiser prizes. Some students earned additional prizes based on money they raised. A list will be posted in the atrium indicating who earned these prizes if there are questions.
- Fundraiser products for chorus students can be picked-up (this is only 14 students) and chorus students can drop off rental dresses.
- Items from lockers – Parents, please bring your student(s) with you OR make sure you know their locker number and combination as this will assist in opening and retrieving items from lockers.
- Lost and Found items- These will be located in the gym.
- Technology return - Please return any Chromebook or Dell laptop that was borrowed for digital learning.
- Library books – Turn in library books and pay fines assessed prior to March 13 for lost/damaged library books.

**Regarding yearbooks: Unfortunately, they are not yet available. We will notify and make pick up arrangements later.**

Respectfully,  
Greg Musgrove

*A proud member of the Paulding County School District – Sharing a focus on learning!*