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May 6, 2020

Dear Students and Families,

Apollo Career Center has been working closely with the Allen County Public Health Department, the Ohio Department of Education and a variety of other organizations to develop a plan for Apollo's senior graduation. As you know, there are many safety protocols to follow and they change often and rapidly. Our senior class is substantial in size and our students come from five different counties. Taking into account all of these challenges has made it difficult to plan an event that mirrors our traditional graduation ceremony. It is for all of these reasons that we have determined that a virtual graduation ceremony is the safest way to honor our graduates. This decision was not made easily. We love our students and we wanted to celebrate them as we always have done in the past. In the end, we want you to be safe and this is the best way we can ensure that happens.

The virtual graduation ceremony will be posted online on May 21, 2020, to honor each senior. Seniors' names will be called by program and a picture of them will be shown on the screen. The link for the virtual graduation will be posted on YouTube, Apollo Career Center's website, and on social media.

A drop-off/pick-up event has been scheduled for students to be able to return materials as well as pick up their own personal belongings.

Drop-Off/Pick-Up Event Schedule

May 18	8:00 a.m.-1:00 p.m.	Seniors
May 19	8:00 a.m.-1:00 p.m.	Seniors
May 20	8:00 a.m.-1:00 p.m.	Juniors, Sophomores
May 21	8:00 a.m.-1:00 p.m.	Juniors, Sophomores
May 22	8:00 a.m.-11:00 a.m.	Final day for all students

To drop off school items (textbooks, laptops/charging cords, calculators, other school-issued materials):

- Drive up to the front entrance of the high school building.
- Staff will take the items and document the return.

To pick up personal belongings and locker items (items will be bagged for each student):

- Students will be directed to the exterior entrance of their lab.
- A staff member will hand the student a bag containing items from their classrooms and lockers along with certificates, purchased yearbooks, etc.

- Instructors for programs without exterior lab doors will communicate the designated pick-up area to you prior to the scheduled days.

Staff and Student Safety

- We will not be allowing students or family members to enter the building.
- Please maintain social distancing.
- Only one student or family member should approach the door to retrieve student items.

Please be sure to return all school-issued materials to avoid being charged a replacement fee. Students who have questions regarding any outstanding school fees can call Apollo Career Center at 419-998-2908, Monday - Friday from 8:00 a.m. - 1:00 p.m. beginning on May 4, 2020.

We want to thank our parents and students for the outstanding resilience you have shown throughout this time. We are excited for our seniors to achieve great things and to welcome our juniors and sophomores in the fall.

Thank you,

Tasha Sheipline
High School Principal