



1 TROJAN PLACE, SUITE B  
ST. LEON, INDIANA 47012  
PHONE: 812-623-2291  
FAX: 812-623-3341  
[www.sunmandearborn.k12.in.us](http://www.sunmandearborn.k12.in.us)

DR. ANDREW JACKSON  
Superintendent

CINDY MORTON  
Director of Student Services

DUSTY BURRESS  
Director of Support Services

MARY ANN BAINES  
Director of Financial Services

May 22, 2020

Dear Sunman-Dearborn Community Schools Parents:

Thank you for your patience as we develop a plan to distribute student personal belongings left at school. During the week of May 26th, staff will collect student personal belongings, place them in a small bag, label with the student name, and organize them in the cafeteria or gym for distribution. Various spirit items purchased from the Trojan Exchange will be distributed as well. Yearbook and spring picture distribution will vary by school. A separate email will come from your building principal with more information regarding yearbook and spring picture distribution.

If you have not requested your student's personal belongings, please do so soon. The form will close on Monday, May 25th. You can access the form here:

<https://forms.gle/p3YxUCyUibVVyALr8>

Student personal belongings in grades K-11 may be retrieved from school on the following dates:

June 2 - Last Name - A-G

June 3 - Last Name - H-O

June 4 - Last Name - P-Z

Items may be retrieved from 11:00 AM - 1:00 PM or 4:00 PM - 6:00 PM.

When coming to school to retrieve your student's personal belongings, please remember the following:

- Please stay in your car. No parents, guardians, or students will be permitted in the school buildings.
- Please be patient. We are preparing to make this process as efficient as possible. However, this process will take some time.
- Please bring all textbooks, library books, school band instruments, and any other school owned items to school to return.
- Please follow the map and directions as illustrated. Both are available on the COVID-19 webpage - <https://www.sunmandearborn.k12.in.us/information/covid-19>.

As a reminder, items for the Class of 2020 seniors will be distributed June 9-11. Please see a letter from Mr. Black regarding this procedure.

If you are unable to make your assigned date or time, please contact your principal directly via email to make alternate arrangements.

As always, please contact me with any questions.

Sincerely,

A handwritten signature in black ink that reads "Andrew Jackson". The signature is written in a cursive style with a large initial 'A' and a long, sweeping tail on the 'n'.

Andrew Jackson  
Superintendent