

Students,
Please read and follow these instructions to make the check-out process as smooth and as fast as possible.

BEFORE CHECK-OUT DAY

1. CHECK INFINITE CAMPUS FOR OUTSTANDING FINES AND FEES

- a. To expedite the check-out process, we encourage our families to pay outstanding fines and fees before Monday, May 18. Outstanding fines and fees can be paid online via PayForIt. Payments will also be accepted over the phone only on Thursday, May 14 or Monday, May 18, between 8:00 am and 1:00 pm. Please call 234-2638 or 234-2658. Payment via check or credit card will be accepted on check-out days.

2. CHECK DESTINY FOR TEXTS/LIBRARY BOOKS/RESOURCES

- a. [Click here](#) to login to Destiny using your student login ID and password.
- b. Click Pine Creek High School and go to the Checkouts menu. If you cannot find any item on this list, you should come to check-out with a payment for the replacement cost of the item.

IPADS

Students' iPads have been automatically checked out to them for the summer. The responsibilities for appropriate care and use apply over the summer. The 2019-20 iPad user fee applies to the summer, and there is not an additional charge for summer checkout.

- If the iPad is damaged over the summer, or if you need support, contact the D20 Help Desk.
- If you move or transfer schools, the iPad must be turned in to the D20 Help Desk.
- If the device is lost or stolen, file a police report and contact the D20 Help Desk immediately.
 - To complete a police report: Go to the city's web page (coloradosprings.gov) go to the police tab under Public Safety and then click on "report a crime".
<https://cspd.coloradosprings.gov/public-safety/police/services/report-crime-online>

D20 Help Desk
1110 Chapel Hills Drive
7:30 am – 4:30 pm, M-F
719-234-1777 | help@asd20.org

When school starts in the fall, students will be able to renew their checkouts by

- 1) paying the user fee on or before Check-in at the Creek and
- 2) signing the 2020-21 Student Handbook Agreement

THE SAFETY OF OUR STUDENTS AND STAFF IS OUR HIGHEST PRIORITY

DO NOT ATTEND STUDENT CHECKOUT IF, CURRENTLY OR IN THE PAST TWO WEEKS,

- someone you live with is known OR suspected to have COVID-19;
- you have had a fever of 100.4 degrees F or greater;
- you have had shortness of breath, constant dry cough, sore throat, or congestion.

We will check temperatures onsite before students are allowed to participate. If you need to make alternate arrangements due to the symptoms listed above, please email tina.mattsson@asd20.org.

ON CHECK-OUT DAY

1. Have your current **Pine Creek ID** with you. You will use it to scan in materials.
2. Gather all **textbooks, library books, and electronic resources** (calculators, keyboards, etc.) listed as checked out to you in Destiny.
3. Gather any **athletic uniforms, costumes, or performance outfits** to return.

AT FRESHMAN CHECK-OUT

To maintain social distancing and to adhere to the recommendations for the health and safety of our community, please follow these guidelines.

- Students should come only during the assigned time.
- Students must wear appropriate masks or a face covering for the duration of the check-out process.
- Students must not bring additional family members or friends.
- Parents who drive their students should wait in the car while the student checks out.
- To speed up the process, please be prepared to show your current Pine Creek ID.

FRESHMAN CHECK-OUT SCHEDULE

Thursday, May 28		Friday, May 29	
Last Name	Time	Last Name	Time
A, B	8:00-9:00 am	R	8:00-9:00 am
C, D	9:00-10:00 am	S	9:00-10:00 am
E, F, G	10:00-11:00 am	T, U, V	10:00-11:00 am
H, I, J	11:00 am-12:00 pm	W, X, Y, Z	11:00 am-12:00 pm
K, L	12:00-1:00 pm		
M	1:00-2:00 pm		
N, O, P, Q	2:00-3:00 pm		

YEARBOOKS

Students who ordered yearbooks will pick them up during Check-out.

MEDICATIONS

If your student has medications to pick up, please email Molly Hiryak (molly.hiryak@asd20.org) to make arrangements to pick up medications during the assigned times. Some medications can be picked up by students, but others must be picked up by parents.

IF YOU HAVE MULTIPLE STUDENTS

If you have multiple students in grades 9, 10, and/or 11, your students can check out together during the date/time assigned to your youngest child. They are not required to check-out together, but we are making this an option for the convenience of families.

MOVING?

If your student will not be attending Pine Creek next year, you will complete the withdrawal process during check out.

1. **EMAIL THE REGISTRAR**

- a. Email Sherry Gregory (sherry.gregory@asd20.org) and notify her that you will be withdrawing from Pine Creek next year.
- 2. DOWNLOAD THE [WITHDRAWAL FORM](#)**
 - a. Complete the top portion. The student will bring the form to Check-Out Day and have all the sections completed.
- 3. COMPLETE THE BEFORE CHECK-OUT DAY ACTION STEPS (ABOVE)**
- 4. REQUEST A REFUND FOR LUNCH ACCOUNT BALANCES**
 - a. If you have a balance on your Pine Creek account and are withdrawing from Pine Creek, please email Meredith Henson (meredith.henson@asd20.org). Once your withdrawal is complete and confirmed by our registrar, your refund will be processed.
- 5. DOWNLOAD & BACK UP GOOGLE DRIVE & ONEDRIVE**
 - a. All students who are leaving D20 will lose access to their district Office 365 and Google accounts on July 1, 2020. This includes their email accounts and cloud documents. All items must be downloaded and backed up by June 30, 2020. Nothing can be retrieved from those accounts after that date.
- 6. PREPARE YOUR IPAD TO BE TURNED IN**
 - c. **Turn off your Passcode** (Settings -> Touch ID & Passcode -> Turn Passcode Off)
 - d. **Remove your AppleID** (Settings -> Click on Apple ID -> Scroll Down and Sign Out)
 - e. Gather your Apple brand **cable and charger**. You will be charged if you do not turn in a working Apple brand cable (\$19) and charger (\$19).
 - f. **Download & backup** any documents or files you want to keep. **DO NOT** back up to your school Google Drive or OneDrive accounts. You will lose access to those accounts July 1.

Other Announcements

FINAL GRADES & TRANSCRIPTS

Pine Creek grades will be finalized by the end of day on Friday, May 29. Grades for courses taken through concurrent enrollment or other programs may not be reflected in Infinite Campus by that time. We anticipate that those grades will be posted by the first week in June. Unofficial transcripts will be available in Infinite Campus.

FEES AND FEE REFUNDS

Pine Creek has determined the following procedure for fees paid in 2019-20.

- Spring athletic fees will be refunded in full due to the cancellation of the spring sports season.
- 50% of second semester course fees will be refunded.
 - For classes where students received the complete materials (e.g. workbooks, PE uniforms), the fees will not be refunded.
 - For classes where the fee goes to another institution (e.g. concurrent enrollment, Karate), fees will not be refunded.
- Because most materials have already been used by students in year-long classes, those fees will not be refunded.

If a balance exists on a student account, the refund will be applied toward that balance before issuing the refund. We will begin processing fee refunds after check-out is complete, but it may take several weeks before refunds are received. Refunds will be issued in the method that payment was originally made.