



# E.L. CROSSLEY SECONDARY SCHOOL

350 Hwy 20 • Fonthill, ON • LOS 1 EO • 905-892-2635 • [elcrossley.dsbno.on.ca](http://elcrossley.dsbno.on.ca)

October 21, 2020

June 2020 Graduates,

We apologize for the delay in arranging the diploma pick up – we have been waiting for the diploma paper and folders to arrive and have finally received everything! We are excited to share your graduation diploma, composite, and awards with you. If you have paid for a yearbook, you will get your yearbook at this time. If you did not pay for a yearbook, but would like one, you can purchase one for \$45 on that day.

**We will be holding diploma pick up on Wednesday, October 28<sup>th</sup> from 2:30-4:30 p.m. This will be a drive thru pick up and specific arrival instructions will be emailed to you once you have booked your appointment (also found below).**

In order to adhere with public health guidelines, you will be required to schedule an appointment by:

- **Visiting [elcrossley.dsbno.on.ca](http://elcrossley.dsbno.on.ca)**
- **Clicking on the Graduate Diploma Pick Up button**
- **Booking a Timeslot (two appointments can be booked per appointment slot)**
- **The appointment scheduler will be closed on October 27<sup>th</sup> at 9:00 a.m.**

## INSTRUCTIONS FOR PICKUP:

### Prior to Arrival

- Complete the Ontario COVID -19 Self-Assessment on your scheduled day prior to school entry. Please do not attend if you do not pass the self-assessment. <https://covid-19.ontario.ca/self-assessment/>.
- Please arrive at your scheduled time.
- Respect physical distancing of 2 meters (6 feet), respiratory etiquette and proper hand hygiene
- PPE will NOT be provided but students must wear their own masks for the visit.

### Upon Arrival at School

- Graduation pickup will be based on last name in two locations:
  - Student with Last name from **A - L** will **drive to the front of the school** to the **Main Foyer**.
  - Students with Last Name from **M - Z** will **drive around the back of the building** to the **Technology Doors** on the east side of the building.
- Graduates/Guardians are to remain in their vehicle, when they pull up to the door and indicated their name.
- A staff member will place grad package on the cart.
- The Graduate/Guardian may remain in the vehicle and retrieve their items.
- If you have any items to return, please place these on the cart.

Thank you for your support in ensuring a safe visit. Please call us at 905 892 2635 if you have any further questions.

Looking forward to seeing you,

Mrs. Sargeant