



Santa Maria Middle School

A Fowler Elementary School District School

7250 W. Lower Buckeye Road Phoenix, AZ 85043 (623) 707-1100 FAX (623) 707-1110

Dear SMMS family,

The Santa Maria Middle School faculty and staff would like to thank you for your patience during these unprecedented times in education. We appreciate your willingness to keep learning continuous while your child(ren) are at home.

We are aware that 8th grade is a special milestone for all students. It saddens us greatly that we are unable to memorialize your child's accomplishments with an 8th grade awards ceremony. We have set up a schedule to be sure our 8th graders get certain items, such as the promotion certificate. This is a vital document as students look to enter high school. Please read the information below, as it contains all of the details regarding 8th grade items.

8th Grade End-of-Year Items Pick-Up Procedures

Promotion item distribution will run through the parking lot on the northeast side of Santa Maria as follows:

- **Wednesday, May 20th, 8:00AM – 10:00AM: Stewart, Hutcheson, Dawson, Borunda**
- **Thursday, May 21st, 8:00AM – 10:00AM: Madrid, Cable, Yanez, McClintock**

Item 1: Promotion Envelope

Staff will be stationed as you enter the bus drop-off EXIT. They will ask for the student's name and radio that information to another staff member who will prepare your son or daughter's promotion envelope and shirt. This envelope will contain the promotion certificate. Please follow cones and arrows that will direct you to the station where you receive this envelope. Please do not get out of your vehicle for any reason. Staff will not be able to take photos, have conversations, or be in proximity closer than 6 feet. This is for your safety as well as that of our staff. We want the process to move quickly so that you can spend the day celebrating with your family in the comfort of your home. If you are unable to make it on the allotted day and time, you can still pick up your certificate when the office officially opens again. Please check FESD.org for that information. Please do not try to walk onto campus to ask for your certificate, as the entire campus remains closed until further notice.

Item 2: 8th Grade T – Shirts

We are working to have this year's 8th Grade T-shirts included along with the promotion certificates. You must pre-pay in order to receive a shirt. The cut-off date for ordering is Friday, May 8th. When you give your child's name at the entrance, staff will also retrieve your T – shirt if one was purchased (we will have a list of all pre-paid shirts). From there you will continue to follow arrows to the exit. If they are not ready in time, however, pick-up for shirts would be delayed until the campus has re-opened.

The cost of each shirt is \$5. You may pay with Venmo. Your student's Google Classroom will contain the information for ordering and paying for the shirt. You may only pay with Venmo in advance. This is to reduce possible exposure by not handling cash in person. Receipt of payment must be made by May 8th in order to obtain a shirt. Shirts are available in small, medium, large, and extra-large. We have also made accommodations for sizes larger than XL. Shirts will not be for sale the day of pick up, so remember to order in advance.

Principal
Desiree Castillo

Assistant Principal
Christopher Gooden

Instructions for paying with app:

- Please fill out the Google Form whether you are making an order or not. That way we know we've heard from you.
- You only need to fill this out once. It will be posted in all your classes, but you only need to fill it out ONCE!
- Shirts will cost \$5 payable through Venmo. The Venmo username is @Lisa-Padilla-46. You NEED TO include your first and last name in the message part of your payment!
- We will not be taking cash, due to the current situation.
- You can order more than 1 shirt if you would like for your friends and family, just fill in the appropriate information.
- Once t-shirts have arrived, you will receive additional information about picking it up. We are trying to follow safety guidelines.
- You have until **Friday, May 8th**, to order your shirts. Orders after that date cannot be processed in time.

STOP 3: 8th Photo Area

On **Friday, May 22nd**, there will be a photo backdrop set up in front of the administration building. Note that this will be on a separate day from the certificate pick up. There will be parking spots open for you to park and take pictures. We will block off parking spots to ensure we are following social distancing guidelines. We ask that you follow social distancing guidelines and remain at least six feet away from others.

Parents Unable to Attend

As previously mentioned, parents unable to attend can still pick the certificate up when the campus has officially reopened. Check the FESD.org website for announcements as to when the campuses will be re-opened.

As this is not a normal circumstance, some patience is required as we work toward accommodating our parents and students. We regret not being able to celebrate with our students and their families. However, we must work to keep both our students and staff safe during this time. If you have any questions about the information contained in this letter or about any aspect of your child's education, feel free to contact Santa Maria Middle School office at (623) 707-100. Thank you in advance for your time and support!