

# Faculty or Staff not returning

By June 1, reach out to the HR department (Betsy Tetrault) to get a list of faculty and staff who are not returning.

Send an email to those teachers instructing with a list of items they should return (see Follett catalog). Instruct the departing faculty member to leave their technology items in the front office before they leave on the last day of school.

Provide that list to the building front office.

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