



Human Resources Department
 1340 Braddock Place
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June 4, 2020

TO: All Employees Who Out-process

RE: Out-processing Checklist – Return of Division Property during COVID-19 closure

In light of the COVID-19 pandemic, 2020, the following procedures shall be followed in order to allow employees separating from ACPS the opportunity to return ACPS property to Central Office. The turn-in schedule will help to follow social distancing guidelines.

Please see the chart below. On the designated days for your work location, please turn in your equipment to the mail room clerk or security officer who are located in the Central Office main lobby. We recommend to place all items in a small box to turn in.

Please drop off anytime between 7:30 a.m. to 2:00 p.m.		
Monday – Drop Off ACHS – Main Campus ACHS – Minnie Howard Campus ACHS – Evening Administrative Center Chance for Change Academy Detention Center John Adams Early Childhood Center (ECC) Charles Barrett	Wednesday - Drop Off FC Hammond Cora Kelly Lyles-Crouch Douglas MacArthur George Mason Mount Vernon Patrick Henry Ferdinand T. Day	Friday – Drop Off George Washington Jefferson-Houston Naomi L. Brooks James K. Polk William Ramsay Samuel Tucker Central Office

Parking Instructions for Central Office. If you do not have a parking space in the garage, please plan to park on the street.

Attached is the Out-Processing Checklist. Please fill it out and bring it with you along with your items in a small box.

We appreciate your patience and understanding during this time. Should you have any questions, do not hesitate to contact Human Resources (HR), ATTN: Vicke Florence.