

Important Move-Out Information & FAQs

What are some of the important basics of move out?

- You must come to your assigned move-out day and time listed on the move-out email you received. This date and time have been specifically chosen for you to limit the number of individuals in the halls at any given time to ensure a safe distance between students, parent/guardian/helper and staff.
- Each student will have 90 minutes for the move-out process.
- Students will be allowed to have only *one* parent/guardian or helper with them for the move-out process to minimize the number of individuals in the halls at one time.
- Temperature and symptom checks will occur before entry into the residence halls. If anyone has a temperature at or above 100.0 degrees or is symptomatic of illness, they will not be permitted to enter the halls under any circumstances.
 - Please note: If any student or immediate family member who lives with the student has tested positive for COVID-19 within 2 weeks of move out date, please contact Dana Ginnett (dginnett@imsa.edu) for alternative means of move-out or to reschedule.
- Everyone entering into the residence hall will be required to wear gloves and masks. IMSA will provide gloves. Families will need to bring masks with them.
- Items needing to be returned to IMSA, e.g. IMSA computers, IRC materials, athletic uniforms, art supplies, instruments, etc., will be collected on move-out day.
 - Please Note: Ms. Angela Richardson, IRC Supervisor, will be sending an email to all students. The email will include a link where students can log on to their account to see a list of all IRC items (including interlibrary loans) that need to be returned on your move-out date.
 - [Please review this document about department specific instructions](#) for IMSA materials that need to be returned.
- All items need to be removed from the room. Trash will need to be discarded. There will be additional open dumpsters to dispose of any items no longer wanted. If any items are left behind, they will be discarded.
- You will not be asked to put the room back in standard room arrangement or do extensive cleaning in an effort to expedite this process.

- Students will sign off on, and parents will initial, the room condition card. Any damages will be assessed based on the condition of the room using the information on this card. Room inspections will occur over the summer.
- Please bring disinfected bins, large trash bags, and/or boxes and tape in which to pack items. If you have large furniture pieces that need to be disassembled, please bring the necessary tools.

What will the process be when I arrive at IMSA on my assigned move-out day?

- You will enter into the main parking lot (East lot) on your assigned move-out day where members of our security team will greet you and staff will complete a temperature and symptom screening.
- Security officers will direct you to the appropriate parking area and entrance/exit door to your respective residence hall.
- A Residence Life staff member will greet you upon entering the residence hall and check you in. All entering the residence halls must be wearing a mask and gloves (gloves will be provided; masks must be brought).
- You will take one of the IMSA provided carts to your room to begin packing.
- In your room, you will find any mail or packages for you, as well as the Room Condition Card. After you have moved your belongings out, please complete your section of the Room Condition Card, sign it, have your parents initial, and LEAVE it in the room on top of one of the desks.
- In your room, you will also find a box with your name on it. You will put all IMSA materials that need to be returned inside the box and close it. AFTER your move out, you will take this box to the “returns” tent located near the main building.
- At the conclusion of your move, after all of your belongings are out of the room and you have thrown away any trash, you will return the empty cart to the hall common area and check out with the Residence Life staffmember.
- You will drop off the box to the “returns” tent. An IMSA staff member will be there to accept it from you.

What if I left something in the main building or another area of the residence hall?

- No one will be permitted to enter into the main academic building on move-out days. Any personal items that remained in the building will be kept in the lost and found in the Student Life Office. When school resumes, and Academy buildings

open up, students will have 60 days to retrieve any items from the lost and found. The same will occur in each respective residence hall.

[Please complete this form](#) and return to Dana Ginnett (dginnett@imsa.edu).

What if I cannot make my assigned move-out date and time?

- As mentioned in the move-out email, we carefully crafted the move-out schedule taking into consideration multiple factors. If a student or family cannot make the assigned move-out date and time due to an emergency or other urgent need, a proxy may be assigned to come and move out the student's belongings on their behalf. A proxy form is attached to the move-out email you received. If you have questions, please contact Dana Ginnett, Associate Director of Student Affairs at dginnett@imsa.edu.

Am I able to take some final pictures at IMSA on move-out day?

- There will be locations set up specifically for photo opportunities on move-out day. Social distancing measures will need to be in place.

Thank you for helping make this a smooth move-out process for all.

Tips When at Home:

[Here are some helpful CDC recommendations for cleaning/disinfecting.](#)

Enjoy your summer!