

SPECIAL END OF YEAR BULLETIN – SPRING 2026 Page 1**SENIORS :**

All outstanding balances must be paid in full before Seniors may graduate.

Final Week – Departure and Sign in Times

All non-seniors should leave campus the same day as their last assessment, if possible. All non-seniors must be off campus by **12 noon on Friday, May 29. SENIORS MUST LEAVE CAMPUS BY 3:00 PM ON SUNDAY, MAY 31.**

NOTE:

- Students performing in commencement events may remain on campus.
- Siblings of seniors should stay off-campus with their families.
- Non-seniors taking the SAT test on Saturday, May 30 may not stay in dorms on Friday night.

Sign-in times during the final week of classes –

- Sunday, May 24 and Monday, May 25 final sign-in will be at 8 p.m. **TIME TO CLEAN AND PACK**
- Tuesday, May 26 and Wednesday, May 27 initial sign-in at 8 p.m. for non-seniors. Final sign-in will be at 9:30 p.m. **ONLY** for those students whose house counselors have checked their rooms and said they are clean and packed. All other students will have final sign in at **8:00 pm.**
- Thursday evening, May 28 - Non-seniors present on Thursday night have final sign-in at **8:00 p.m.** Seniors at **9:30pm**
- Friday, May 29:
 - Non-seniors (who have permission to stay on campus) sign-in at **8:00 p.m.**
 - Seniors who are not attending prom: final sign-in at **11:00 p.m.** if room is clean.
 - Seniors attending prom must sign-in 1 hour after returning to campus (approximately 12:30)
- Saturday, May 30: Final sign-in for non-seniors (who have permission to stay on campus) and seniors at **11:00 p.m.**

DORM CLEAN-UP

- Begin NOW sorting, organizing, and packing your items and donating or discarding items from your room AND Common areas, bathrooms, basements, etc.
- Personal furniture MUST be removed from dorm rooms AND any Andover furniture that was removed MUST be returned to the room.
- You CANNOT store items in the dorm over the summer. Dorms are used for Reunion Weekend and Summer Session so items must be removed.
- If you have large furniture you want to discard, place it outside your dorm from **Tuesday, 5/19-Friday 5/22 by 9 a.m.** each morning. OPP will pick items up and discard them. If you miss this opportunity, you will need to remove the item and discard it on your own.
- Unclaimed bikes left at racks or other locations on campus will be donated.
- Remove all your trash from the dorm. Trash and recycling will be picked up more frequently during move-out times. There will be extra-large dumpsters for recycling and trash in Pine Knoll, next to Gelb, next to Johnson, Taylor and Bancroft, and in the Isham parking lot. They are open topped and are for student use!
- Dorm cleanup duties will be assigned to every student in the dorm. Be sure to leave YOUR dorm clean and tidy!

ROOM INSPECTION

House counselors will inspect all dorm rooms. You may leave only after passing inspection and completing your dorm duty.

KEYS – Students must return their dorm room key. Place key in the packet with your name and room number that will be provided to you by the house counselor. Students who do not return a key will be billed by OPP.

COLLEGEBOXES - the deadline to sign up and get supply kits (boxes, tape, etc.) is **Monday, May 18.** Students who sign up after this date will need to find their own boxes. The ABSOLUTE last day to sign up for Collegeboxes is **Friday, May 22.** Collegeboxes will retrieve items from **Wednesday, May 27 – Friday, May 29.** Student items must be packed up and ready for Collegeboxes by **7 am** on the day of the student's scheduled pick up.

E&R LAUNDRY BAG – Students may be charged for their laundry bag if it is not returned.

- The last week of full laundry service (May 18-May 22)
 - **Monday, May 18** – last pick up for Monday/Thursday dorms
 - **Tuesday, May 19** – last pick up for Tuesday/Friday dorms
 - **Thursday, May 21** – last drop off for Monday/Thursday dorms
 - **Friday, May 22** – last drop off for Tuesday/Friday dorms
- During the last week, there will be pick-up and delivery for SENIORS ONLY
 - **Monday, May 25 and Tuesday, May 26** – pick-up at all senior dorms
 - **Thursday, May 28** – drop off at all senior dorms

BEFORE LEAVING CAMPUS PLEASE CHECK the following:

- **LOST & FOUND ITEMS** - Dean of Students office. Please be aware that items not claimed by **Friday, MAY 29** will be donated to local charities.
- **EMAIL**– please check your andover.edu email for any important notifications.
- **GYM LOCKERS and PA ATHLETIC EQUIPMENT** – Please return all athletic equipment and uniforms by **WEDNESDAY, MAY 27 at 3 p.m.** You must check out with either Randy Castillo or Corey Paolillo. There is a QR code to scan and fill out. You must see one of them to gain access to the QR code. Students will not be able to drop the items in the laundry chute as it will be blocked off. Students will be billed for items that are not returned. Please return the items that you were assigned. All lockers must be emptied by **THURSDAY, MAY 28.** The locker room will be cleaned on **SATURDAY, MAY 30** and any remaining items will be removed and/or donated.
- **LIBRARY MATERIALS** – All library materials are due by **MONDAY, MAY 25.** Please stop by the OWHL Welcome Desk or use the online NOBLE system to check the status of your Library account. Please return all library materials and clear your library account as soon as possible. All materials that are not returned may be billed over the summer and payment is not refundable. If you have any questions or concerns, please see Ms. Goss at the OWHL.
- **INSTRUMENT RENTAL** – All rental instruments must be returned to the music library in Falls Music Center by **FRIDAY, MAY 22.** Instrument rentals do not extend over the summer. If your student would like to make a special request to travel with their PA rental (by car only), they should email [Ms. Allie Ross](mailto:Ms.Allie.Ross) by 5 p.m. **FRIDAY, MAY 22.** Requests are reviewed on a case-by-case basis. **LOCKERS** - Students are required to clean out their music lockers before they leave campus. No instruments, music, etc., may be left in Falls Music Center over the summer.

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WHAT HAPPENS TO MAIL AND PACKAGES AFTER THE END OF SCHOOL YEAR

- Mailboxes in GW will be available for use through Monday, June 1.
- On Tuesday, June 2, all mailboxes will be emptied and **any REMAINING items that are first-class or priority mail will be returned to the senders** when possible.
- We will forward **INCOMING first-class/priority mail** as follows:
 - For SENIORS - through July 1 to your home address. Mail received after that date will be returned to the senders.
 - For RETURNING STUDENTS – mail will be held and placed in your student mailbox when the boxes are relabeled for the fall semester.
- Items that are **not** first-class/priority mail will be discarded.
- Bank or credit card statements will not be forwarded as this information is available online.
- **No further deliveries will be made to dorms beginning May 28, 2026. We will continue to tag packages; however, these items must be picked up from Mail Services prior to your departure from campus.** All unclaimed packages remaining at **Mail Services or in Dorms at 4p.m. on Monday, June 1**, will be considered **abandoned property**.
- All packages **received after Monday, June 1**, will be returned to the sender when possible. Any items that cannot be returned will be discarded or donated.

SENIORS: It is the senior's responsibility to notify people and businesses of their change of address. Notify college, family, friends, cell phone carrier, insurance providers, credit card companies, and any other persons or businesses that send items to the senior at Andover. Be sure to change **DEFAULT shipping addresses at online merchants like Amazon**.

RETURNING STUDENTS: Andover will begin accepting packages for the 2026-2027 school year on **AUGUST 24**. Do Not send items to Andover prior to this date; they will be refused and returned to the sender.

If you have any questions or concerns, please reach out to us at mailservices@andover.edu. We will be here all summer.

GREEN MOVE OUT

Beginning Friday, May 15, shipping containers will be available in each Cluster to collect clothes and household items for donation to GoodWill of Northern New England, non-perishable food for donation to Andover's Village Food Hub, and clean textiles and electronic waste for recycling. To ensure this program is a success and offered in future years:

- (1) **Items must be sorted into the designated boxes in the donation stations; and**
- (2) **No items should be taken from the shipping containers.**

Donated items are intended for GoodWill and the Village Food Hub. Please do not sift through or take items from the shipping containers – we do not want to leave GoodWill with more sorting to do or only the less desirable items remaining.

If you would like to share or access used items from the community, we encourage students to participate in the PA Thrift initiative and adults to join the Community Listserve.

This year, we will accept donations of:

- Clothes and shoes
- Bedding and towels
- Books and unused school supplies
- Small furniture and décor
- Sports equipment
- Working electronics

We will also collect:

- Clean textiles for recycling
- Electronic waste recycling
- Unopened, non-perishable food items for donation to Andover's Village Food Hub

The donation stations will be located near the trash and recycling dumpsters at: **Clement/Draper Cottage; Gelb; Pine Knoll/Sanctuary; Taylor/ Johnson; Isham; and Bancroft/ Rockwell**. They will be locked each evening and available during the day for donations only. We also ask that you **sort trash and recycling and place it in the appropriate dumpsters**. As a reminder, our zero-sort recycling allows for paper, cardboard, plastic (but not plastic bags), glass, and metal cans.

**LET'S WORK TOGETHER TO MEET OUR CLIMATE ACTION PLAN GOAL
TO BECOME A ZERO WASTE CAMPUS BY 2030!**

