



Graduate Checkout Sheet - Class of 2022

In order to comply with the graduation requirements, it is mandatory that you have this sheet filled out completely and return to Ms. Vennera by Wednesday, May 18, 2022.

NAME: _____

PERSONAL EMAIL: _____ CELL: _____

_____ Final Transcript Request via [Parchment](#) (Registrar, Mrs. Donnell signs)

I understand all transcripts must be requested through Parchment.com and it is my responsibility to set up a Parchment account. I also understand that I must enter my personal email address as an alternate option so I can access my transcript in the future after my school email address has been deactivated.

_____ [Counseling Center Grad Check-Out Form](#) (Registrar, Mrs. Donnell signs)

Please use the link above to complete the form

_____ [Senior Survey](#) - Password is your lunch number (Registrar, Mrs. Donnell signs)

DESE requires that public schools track their students for a certain amount of time after graduation. This Survey facilitates tracking.

_____ I have submitted digital pictures to Ms. Sapp SappS@smithville.k12.mo.us for the Senior Slideshow (1 baby, 1 current) *Deadline March 11, 2022 (Ms. Sapp signs)*

Students leaving classes in December:

- ☐ I understand that I need to continue to check my student email to get important information about graduation and senior activities.
- ☐ I understand that I have the right to participate in all school-sponsored activities until the end of the school year. (Watch emails for information about Prom and how to sign up and pay for tickets if applicable.)

Have the items listed below signed by the appropriate person.

I am participating in the graduation ceremony and I agree to follow the appropriate dress code and behavior or forfeit my opportunity to walk at graduation and/or receive my diploma without consequences.

☐ **I have made arrangements for walking at graduation** (i.e order cap/gown/tassel) and I agree to the requirements to participate in the Graduation Ceremony. (If no, see Ms. Vennera)

Student Signature

Date

☐ **I will not participate in the graduation ceremony** and will pick up my diploma at the SHS Building.

If you are not participating in the graduation ceremony you must submit a letter in writing signed by you and your parent/guardian. Attach it to this form.

_____ Signed letter from Parent/ Guardian has been received (Ms. Vennera)

_____ Turn in parking tag (Mrs. Edwards signs)

_____ Chromebook and charger return during 4th block on May 12th during the laptop return event in the PAC.

_____ Sports: If you are in a sport this spring, have your coach sign stating that you have/have not turned in
Your uniform Turned in: _____ Still participating: _____ (Mr. Shaffer or Mrs. Nitsche)

_____ Lunch: If you have a positive balance on your last day, we can transfer any amount to a sibling in the district or fill out a form in the office to get a refund if the amount is \$3 or over.
Sibling _____ Grade _____ Refund form attached: _____
(Ms. Sapp signs)

_____ Fines: Check out in office, all fines paid and at zero balance. (Ms. Sapp signs)

_____ Outstanding Obligations completed (Friday school, lunch detention, ISS) Signed by Administrator