

Senior Checkout 2025

Date: Monday, June 2nd

Time: 8am - 3pm (w/ a lunch break from 12:15-1 pm)

STATION 1: CHECKOUT FORM PICK UP

Hours: 8am - 9am

Location: In front of the library

Purpose: Pick up the senior checkout form. This will be stamped at stations 2-->6

Students arriving after 9am: Pick up the checkout form at the attendance desk

STATION 2a / 2b / 2c / 2d: LIBRARY TECH TEXTBOOK ROOM COLLEGE/CAREER CENTER

Stations 2a, 2b, and 2c can be done in any order

a. Library

Location: Library

Task: Return any books you've borrowed.

b. Technology

Location: IT Office, Back of Library building, between Wellness Center & Textbook Room

Task: Return your Chromebook and any other technology you may have been loaned

c. Textbooks

Location: Textbook Room

Task: Return textbooks

c. College & Career Center

Location: C&CC

Purpose: Ms. Duran will confirm that you've updated Naviance and completed the FAFSA, CADAA, or MVL opt-out form. If you haven't done this ahead of time, you'll need to stop and do it at station 3. [See this document if you haven't completed these steps.](#)

You need to go to these stations even if you aren't returning anything in order to get a stamp

STATION 3: FINANCE

Location: Student Union (Inside)

Task: Pay any outstanding bills and fines. The finance office accepts cash, checks, and credit card.

STATION 4: COUNSELOR SIGN-OFF

Location: Student Union (Inside)

Purpose: Counselors will sign off to confirm that you've met all the graduation requirements

STATION 5: FINAL SIGN-OFF

Location: 2nd Floor Student Services. Enter through the office stairway

Purpose: Final check to confirm you've gone to every station, give you a wristband you'll need to attend the practice on Tuesday. Remember to show up at 8:30 am.