

## SENIOR CHECKOUT/CLEARANCE

DATE / TIME: May 26 Appointment times vary  
May 27 Appointment times vary

### **Before checkout day:**

- **Students will receive a checkout sheet on Wednesday 5/25**, which will show any fines, fees, or incomplete checkout tasks. The list will include the following checks:
  - Financial charges:
    - library books,
    - textbooks,
    - student charges
  - Unreturned items:
    - Library books / Chromebooks and HOTSPOTS
    - Uniforms
    - Musical instruments
  - Senior Survey completion
  - Graduation check: Graduation status will be confirmed or students will be directed to see their counselor for a final determination of graduation status.
- Checkout sheets will be distributed through civics/econ classes.
- Students without a civics/econ class, early graduates, and Independent Study students, go to the library to pick up their checkout sheets.

### **On your checkout day:**

- **Students must have their school ID in order to check out.**
- Each checkout sheet will have a list of times for students to report to the library to complete their checkout and receive their caps and gowns. When students report to the library, any items on the checkout sheet that required action must be completed. In the library, students will receive:
  - Cap and gown: students will pick up their pre ordered cap and gown
  - Graduation tickets: students will pick up their allotment of graduation tickets
- Once seniors have completed their checkout and received the caps, gowns, and tickets, they will be expected to return to class and continue attending classes as usual until the end of the day on Friday, May 27.