

SENIOR CHECKOUT PROCEDURES

SENIORS: PLEASE FOLLOW THESE DIRECTIONS CAREFULLY

- You will receive this Senior Check-Out Memo & Form in your 1st Hour class.
- Seniors are to check-out at the end of each class period for the rest of the day. Please do not interrupt classes to complete your form.
- Locker clean-out will be done during Homeroom today.
- During 5th hour today, Seniors go to the high school office to get their lunch charges and library books signed off. Please do NOT go to the library or the district office. (Each student must have the library books and lunch charges items initialed on their form by the school secretary).
- The 8th period teacher is to collect the completed check-out forms from Seniors. Seniors - please make sure the forms are **completely filled out**. Your 8th hour teacher will then turn the forms in to the high school office along with their 8th Hour Roster.

APPROVED: June 14, 2010