

**STUDENT CHECKOUT PROCEDURE  
GRADES 9 THROUGH 11**

**STUDENTS: PLEASE FOLLOW THESE DIRECTIONS CAREFULLY**

- You should be reading this in your homeroom today.
- Students are to check-out in each class *following* their final exam (see final exam schedule).
- During 5<sup>th</sup> hour today, students can go the high school office to get their lunch charges and library books signed off by the high school secretary. (Students should **NOT** go to the LRC or district office. (Each student must have library books due and lunch charges initialed by the high school secretary).
- During 5<sup>th</sup> period today, the teacher will collect the check-out forms from their 5<sup>th</sup> hour students.
- The teacher will then turn in all completed forms to the high school office along with their 5th hour Roster.

**Locker clean-out** will be scheduled by homeroom teachers according to the final exam schedule.

APPROVED: June 14, 2010