

SENIOR CHECKOUT PROCEDURES

STAFF: PLEASE FOLLOW THESE DIRECTIONS CAREFULLY

- Please give a Student Check-Out Form to each of your 1ST Hour Seniors today.
- Seniors are to check-out at the end of each class for the rest of the day. They should not be interrupting classes to complete their form.
- Locker clean-out will be done during Homeroom by seniors and will be supervised and inspected by homeroom teachers.
- During 5th hour today, seniors are to be signed off for any lunch charges due and/or any library books that are due in the high school office. They should not go to the library or district office. (Every student must have forms initialed by the school secretary).
- During 8th period, teachers are to collect the check-out forms from their students. 8th period teachers should make sure the forms are completely filled out and that each student in their 8th hour class has turned in a check-out form. Check-out forms can be turned into the high school office along with the 8th hour roster.

Attachment: Senior Check-Out Form

APPROVED: June 14, 2010