

# Senior check-out

Mandatory Senior Check-out sheets will be ready for pick-up in the lower commons during all lunches on Monday, May 6 and Tuesday, May 7. **Seniors will have the week to return textbooks and library books, pay fees/fines, obtain signatures from athletics, activities and security.**

**Seniors return textbooks in the lower main hallway on Thursday, May 9 and Friday, May 10**

**Monday, May 13 - complete the checkout process with the senior deans and counselors.**

## **Check out times**

**7:30 a.m. – A, E, F, O, Q, W**

**8:00 a.m. – B, G, N**

**8:30 a.m. – H, M, U, V**

**9:00 a.m. – C, I, K, T**

**9:30 a.m. – J, R, S**

**10:00 a.m. – D, L, P, Y, Z**

- Seniors will see bookkeepers after signatures are complete and proceed to Counseling hallway.
- Deans will review Checkout form for signatures, distribute grade reports, and send to the counselor.
- Counselors will perform grade and credit checks.
- Records will hand out cumulative files and collect checkout sheet.
- Pick-up Graduation tickets (if not already picked up).