



Senior Checkout Sheet
May 23rd & May 24th, 2016
(During your specific lunch period)



Student Name (Last, First): _____

Student Number: _____

Textbooks returned to each teacher (**complete this section prior to May 19th 2016**):

Period 1: _____

Period 5: _____

Period 2: _____

Period 6: _____

Period 3: _____

Period 7: _____

Period 4: _____

If any textbooks are not returned, teacher should list title and amount owed:

IF you need final transcripts, you will need to complete a Transcript Request form and have it completed and ready to turn in at the Registrar's table during final checkout. You may get more forms in Student Services or from the school website. Please be sure to have the correct address listed on the form. We will not look up addresses for you!

During your lunch on May 23rd or May 24th, you must visit each station and have a WRHS staff member initial you are complete with that station. Make sure your forms are complete and that you have the appropriate funds with you. If your debts are not cleared, be sure to bring enough money to cover your debt. When you have your entire check-out sheet initialed by the appropriate person, you may proceed to the Cap and Gown table to receive your cap and gown.

_____ Cafeteria: (must see cafeteria manager inside the cafeteria)

IN THE GYM

_____ Bookkeeper Table: Check on potential fees (lost textbooks, athletics, club fees, etc.)

_____ Media Table: Check for missing Media books and/or fees. **See Bookkeeper for obligations.**

_____ Registrar Table: Final transcript request, \$1.00 for each. **Must have forms completed BEFORE arriving at final checkout.**

_____ Student Services (turn in Senior Survey, Reunion Info, & Scholarship Rpt)

_____ Honor Cord purchase (\$11 if applicable...Weighted GPA 3.2 or higher)

See you at the mandatory graduation practices on June 1st & June 2nd at 9:00 AM in the gym.

Do not be late!!!



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All financial obligations must be cleared by *June 2nd* in order to receive your diploma at graduation.