



## Reminders about Checkout and Dates that have been Added/Changed

### FEE PAYMENTS / BOOKS AND SUPPLIES RETURN

Monday, May 10th

9:00am - 11:30am and 1:00pm - 3:00pm

Mrs. Schwindt will be available in the Commons Area (near auditorium by the tiger)

**NOTE:** If you are in a concurrent enrollment class and receive a grade of "D" or "F" on your college transcripts, additional fees may be added prior to our official checkout on May 13th.

### AJROTC UNIFORM RETURN

Tuesday, May 11th

CCHS JROTC Classrooms

Wednesday, May 12th (if unable to return uniform on May 11th)

### SENIOR CHECKOUT

Senior checkout has been changed to a drive thru process. Along with this information sheet, there's a map showing the checkout process and stations that seniors will proceed through. Each station is explained below. If you are unable to checkout on May 13th, you will need to make arrangements with Mrs. Kingery to complete your checkout process.

Thursday, May 13th

9:00am - 12:00pm

There will be 9 stations as part of the drive thru checkout process. Those are:

1. **Checkout Card Distribution & Post-High School Information** - Each senior will receive their (yellow) checkout cards and will be asked about plans after high school.
2. **Security Check** - Someone from the security staff will take a look at your checkout card. If you need to return any material and/or owe fines/fees, you will be instructed to move to station 3 & 4. If you do not have anything to return or owe fines/fees, you will be instructed to proceed to station 5.
3. **Uniforms/Books/Equipment Return** - to help with this, please return these items on the dates specified above
4. **Fines/Fees Paid** - please take care of this prior to checkout to speed up the process
5. **Principal Clearance** - Mrs. Johnson will verify administration clearance for all students
6. **Checkout Card Verification Collection/Senior Honors Night Verification** - plan to see Mrs. Andrews as she helps with this station and we collect your checkout cards. If you have not been cleared, you will not be able to walk at graduation. This includes grades for required classes (D or above), fines/fees/books/uniforms. We will also be verifying your attendance if you have been invited to Senior Honors Night
7. **PCC Packet and Cord Distribution & PalCE Certificate Distribution** - Mrs. Carlton will distribute your final packet from PCC which will include your (maroon) graduation cord to be worn at graduation along with unofficial transcripts and the process to request official transcripts. Mrs. Tedesco and Mrs. McCain will distribute your PalCE Internship and Work Study certificates.
8. **Cap and Gown Distribution** - Ms. Gunter and Mr. Workman (from Jostens) will distribute caps and gowns along with other items you ordered. Make sure you have paid in full so you don't have to wait to pick up your cap and gown. (jostens.com)
9. **Support a Senior final delivery** - Mr. Marushack will be handing out your FINAL Support a Senior package and saying a farewell from the PRIDE!

**DON'T FORGET!** Transfer files from your chromebook school drive to personal accounts because your access to your CCHS files will be inactivated.