

# Senior Check-out Process

For Senior Check-out, we will be using a Senior Check-out app. In order for seniors to participate in graduation the following steps **must be completed**:

## **Before 9:45 am on Wednesday, June 5<sup>th</sup>:**

1. You must fulfill all check-out requirements from the departments listed below to receive your cap and gown
  - a. Career Center (Update College list, Indicate Final College Decision, and Senior Survey on Naviance)
  - b. Finance Office (Pay for outstanding fines)
  - c. Library (Overdue books & Copy or Printing Costs for Library and Tutorial Center)
  - d. TBC (Calculators, Chromebooks, chargers, and your books)
  - e. Long Form for grade verification (**Given by Counselor, if applicable**)
  - f. Final Transcript Request Form (**if applicable**)

- **PRINT and/or SAVE email confirmation for check out day on Wednesday, June 5<sup>th</sup>.**

Seniors it is highly advised that you familiarize yourself with the check-out process as soon as possible to ensure that you are ahead of the game!

- Via Senior Check-out App, emails will be generated on a bi-weekly basis to your MVLA school account indicating whether you have completed the check-out process or which departments you still need to complete the check-out process for.

## **On, but not Before 9:45 am on Wednesday, June 5<sup>th</sup>:**

1. Report and line up in alpha order to the front of the Theater to check-in with MVHS Staff to confirm you have completed the check-out process. – ***This can be verified by bringing in your email confirmation stating you are checked out***
2. You will receive a ticket to claim your cap & gown, if you have successfully checked out.
3. If you haven't fulfilled all check-out requirements, it is then your responsibility to report to each of the departments indicated in your email to check-out.
4. Upon successfully completing checkout, return to the front of the theater to pick up a ticket to claim your cap & gown!

***Any students who have not checked out by Wednesday will have to do so before boarding the bus for the senior picnic.***

***REMEMBER, if you don't have a cap and gown, you don't walk!***



## FINAL TRANSCRIPT REQUEST FORM

**RETURN THIS FORM TO THE REGISTRAR  
ANYTIME BEFORE WEDNESDAY, JUNE 5, 2019**

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Student ID # \_\_\_\_\_

Transcript Due Date	College/University I am attending ( <i>full name</i> ) <i>"Set Attending College"</i> in Naviance should match this information
July 1	

If you are NOT planning on attending college/university in the fall, list below a mailing destination for a copy of your final transcript.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

**CONGRATULATIONS!**