HIGH SCHOOL STUDENT CHECK-OUT

Date_____

Section I: To be filled in by the student and parents.

STUDENT'S NAME _____ BIRTHDATE _____ GRADE_____

PRESENT ADDRESS _____
Street City Zip

PARENT/GUARDIAN'S NAME _____ PHONE_____

_____
(Parent/Guardian's address if different from student's)

RECEIVING SCHOOL CORPORATION _____

ADDRESS _____

I verify that my child is withdrawing as of the above date and that his/her transcript and any other relevant information may be released to the receiving school corporation when this form has been properly completed, submitted to the General Office, and all fines have been paid.

PARENT/GUARDIAN SIGNATURE_____

Teachers, please fill in the information requested below.

SECTION II: If a student returns a book in a lesser condition than it was issued, indicate the fine owed. Fines for laboratory materials may also be noted here. If the student does not return a book, fill out Section IV.

CLASS	CURRENT GRADE	TEXTBOOKS RETURNED	FINE	TEACHER SIGNATURE
1st hr _____	_____	_____	_____	_____
2nd hr _____	_____	_____	_____	_____
3rd hr _____	_____	_____	_____	_____
4th hr _____	_____	_____	_____	_____
5th hr _____	_____	_____	_____	_____
6th hr _____	_____	_____	_____	_____
7th hr _____	_____	_____	_____	_____
8th hr _____	_____	_____	_____	_____

SECTION III:

Monies owed and reason	Signature
_____	_____
_____	_____
_____	_____
_____	_____

SECTION IV: LOST TEXTBOOKS

TITLE OF BOOK	EDITION	CONDITION ISSUED	FINE OWED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I. Office Responsibilities

_____ Verify dropout or transfer with parent

_____ Collect textbooks

_____ Total any outstanding obligations Amount $_____

_____ Refund fees Amount $_____

_____ File grades in student record

_____ Place student information card in dead file

_____ Send student record and check out sheet to Principal

_____ Fill out notice-of-leaving card and forward to child accounting office

II. Principal's Responsibilities

_____ Examine student record file for completeness/accuracy

_____ Make any special notations necessary and place in record

_____ Forward student records to receiving school

_____ Notify _____ if special education student

_____ Store copy of records in records file