

ELEMENTARY CHECK-OUT PROCEDURE

Date _____

Student's Name _____

Teacher _____ Date of Leaving _____

I. Office Responsibilities

- A. Verify dropout or transfer with parent. _____
- B. Textbooks collected. _____
- C. Fees refunded. _____ Amount \$ _____
- D. Teacher files grade in CA-60. _____
- E. Give student report card. _____
- F. Pull student information card and place in dead file. _____
- G. Total any outstanding obligations. _____
- H. Send CA-60 and check out sheet to Principal. _____
- I. Fill out notice of leaving card and forward to child accounting office. _____

II. Principal's Responsibilities

- A. Clean out CA-60. _____
- B. Make any special notations necessary on student and place in CA-60. _____
- C. Forward CA-60 to records office. _____

III. Records Office Responsibilities

- A. Records are stored until requested. _____
- B. When requests are received the child's name is entered in the child accounting journal along with the name of the receiving school and date the record was requested. _____
- C. Records not requested are stored in a dead file at the end of the year. _____