

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 DISTRICT _____
ADDRESS _____

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

PARENT/GUARDIAN SIGNATURE _____

SECTION II: Teachers, please fill in the information requested below. If a student returns a book in a lesser condition than it was issued, circle YES and indicate the fine owed. Fines for laboratory materials may also be noted here. If the student does not return a book, please circle NO and fill out Section IV, Dean of Student will compute the fine for you.

<u>CLASS</u>	<u>GRADE AS OF ABOVE DATE</u>	<u>TEXTBOOKS RETURNED</u>	<u>FINES OWED</u>	<u>TEACHER SIGNATURE</u>
1 st hour _____	_____	_____	_____	_____
2 nd hour _____	_____	_____	_____	_____
3 rd hour _____	_____	_____	_____	_____
4 th hour _____	_____	_____	_____	_____
5 th hour _____	_____	_____	_____	_____
6 th hour _____	_____	_____	_____	_____

SECTION III: After SECTION II is complete, please have each person below complete the form.

	<u>Monies owed if any</u>	<u>Signature</u>
LIBRARIAN	_____	_____
DEAN OF STUDENTS	_____	_____
ATTENDANCE DIRECTOR	_____	_____
GENERAL OFFICE SECRETARY	_____	_____

SECTION IV: Teachers, please provide the information requested for any LOST textbook.

<u>TITLE OF BOOK</u>	<u>EDITION</u>	<u>CONDITION ISSUED</u>	<u>FINE OWED</u> (to be completed by Dean of Students)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____