ELEMENTARY SCHOOL CHECK-OUT PROCEDURE

Date _____

Student's Name _____

Teacher _____ Date of Leaving _____

I. Office Responsibilities

_____ Verify transfer with parent

_____ Collect textbooks

_____ Total any outstanding obligations Amount $_____

_____ Refund fees Amount $_____

_____ File grades in student record

_____ Give student report card

_____ 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