

Muskegon Catholic Central High School

SENIOR CHECK-OUT PROCEDURE

1. Check with all your teachers and the other areas indicated to see if all your obligations have been met. Signatures required.
2. Once you have received all necessary signatures turn form in to the 7-12 school office.
3. **If you lose it you will have to start over!**
4. **Athletic Signature**
 - If you are not participating in a sport Mr. Stariha is to write:
 - **NO SPORT** and sign.
 - If you are participating in a sport Mr. Stariha is to write:
 - **IN SEASON** and sign.
5. **Locker Clean-Out**
 - Remove **EVERYTHING** from the inside and outside of your locker on Tuesday, May 16 between 10:56-11:10 a.m.
 - Locker will be inspected by Administration
 - You are not to leave until your locker is inspected.
 - **Text Book Turn In & DENNIS uniform items ONLY**
7-12 School Office no later than Tuesday, May 16, 2017

Senior Check Out Form on Reverse Side

Student Name: _____

MUSKEGON CATHOLIC CENTRAL SENIOR CHECK-OUT SHEET

This check-out sheet indicates that the senior that has his/her signature on this form has fulfilled all obligations to you as a school staff member. All academic obligations have been successfully completed, debts have been paid, and materials and equipment have been turned in and in good working condition. If you do not sign, indicate why in writing.
(Example - project not complete, uniform not turned in, fees not paid, service hours not met, etc.)

This check-out sheet to be completed and returned to Mrs. Antekeier by 9 am on SENIOR DAY (senior breakfast and graduation rehearsal), Thursday, May 25, 2017.

1st Block Teacher _____

2nd Block Teacher _____

3rd Block Teacher _____

4th Block Teacher _____

Advisory Teacher _____

Athletic Director _____

Business Office (tuition, fees, etc.) _____

Food Service _____

Librarian _____

Locker #'s _____ Inspected _____

Mrs. Morell, Counseling Office _____

Mrs. Plyler, Technology _____

Includes chromebook with battery, charger & case (if issued) – Instructions available on the MCC website under Adcademics > Technology > Files & Links.

The following will not officially check you out until you have successfully completed your senior service project/presentation by Tuesday, May 16, 2017.

Ms. DeWitt, Counselor _____

Mr. Koczur, Campus Minister _____

7-12 School Office Signature

Date

Diplomas will be withheld until ALL obligations have been met and signatures secured.