Graduation Check-Out Form

Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Staff Initials** | **Check List** |
|  | Transcript credit check meets graduation requirements **(Ms. Perez)** |
|  | GPA Reconfiguration **(Ms. Perez)** |
|  | **Transfer Students**  Six credits completed with Dist. 205 **(Ms. Perez)** |
|  | **Transfer Students**  Official Transcripts from previous school. **(Ms. Perez)** |
|  | Housing Survey completed **(Counselor)** |
|  | Post-Secondary Plan completed **(Counselor)** |
|  | OA Completed Student Success Plan **(Counselor/Admin)** |
|  | Passed Civics class **(Counselor/Admin)** |
|  | Passed Constitution Exam **(Counselor/Admin)** |
|  | ACT/SAT Test Scores on transcripts **(Counselor/Admin)** |
|  | FAFSA **(Counselor/Admin/Mr. Earl King II)** |
|  | SSC Application Completed **(Counselor/Admin/Mr. Earl King II)** |
|  | OA Student Program Anecdotal completed **(Counselor)** |
|  | Graduation Form for diploma completed and submitted to administrative assistant |
|  | Letter/Certificate of Completion **(Admin)** |
|  | Decision made regarding participating in graduation ceremony on \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_I am participating \_\_\_\_\_\_ I am NOT participating |
|  | Received cap and gown information, if applicable |
|  | Contact information for collection of post-secondary data provided   * Phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Additional Information:**

**If you have any outstanding balances with School District 205, you can pay off accounts at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**(Home School)**

**You can pick up diploma and transcripts from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ after \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**(Home School) (Date)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Counselor Signature

Congratulations on taking the necessary steps to complete your high school education! You now are ready for the next chapter in your life.

Good luck! We are proud of you!