

2021 Senior Checkout Receipt

Directions: Fill out the Student Info Section. Then, visit each station to ensure you are cleared for graduation and can get your ticket codes as the final step. See map on back.

I. STUDENT INFO SECTION

Name:	ID Number:
Best address for mailing:	Personal email address (not RHS email)
City, State, Zip:	Cell Phone:

II. CHECKOUT STATIONS

You must visit each station and get a signature from each staff there. You must go in order, and all must be completed before graduation ticket codes are released.

Station 1. Senior Survey Completed Ms. Fulmer_____

Station 2. Chromebook and charger/ hotspot return Mr. Gochanour_____

Station 3. Final Counselor Checkout Counselor_____

Station 4. Fines paid; school property returned. Ms. Carlson_____

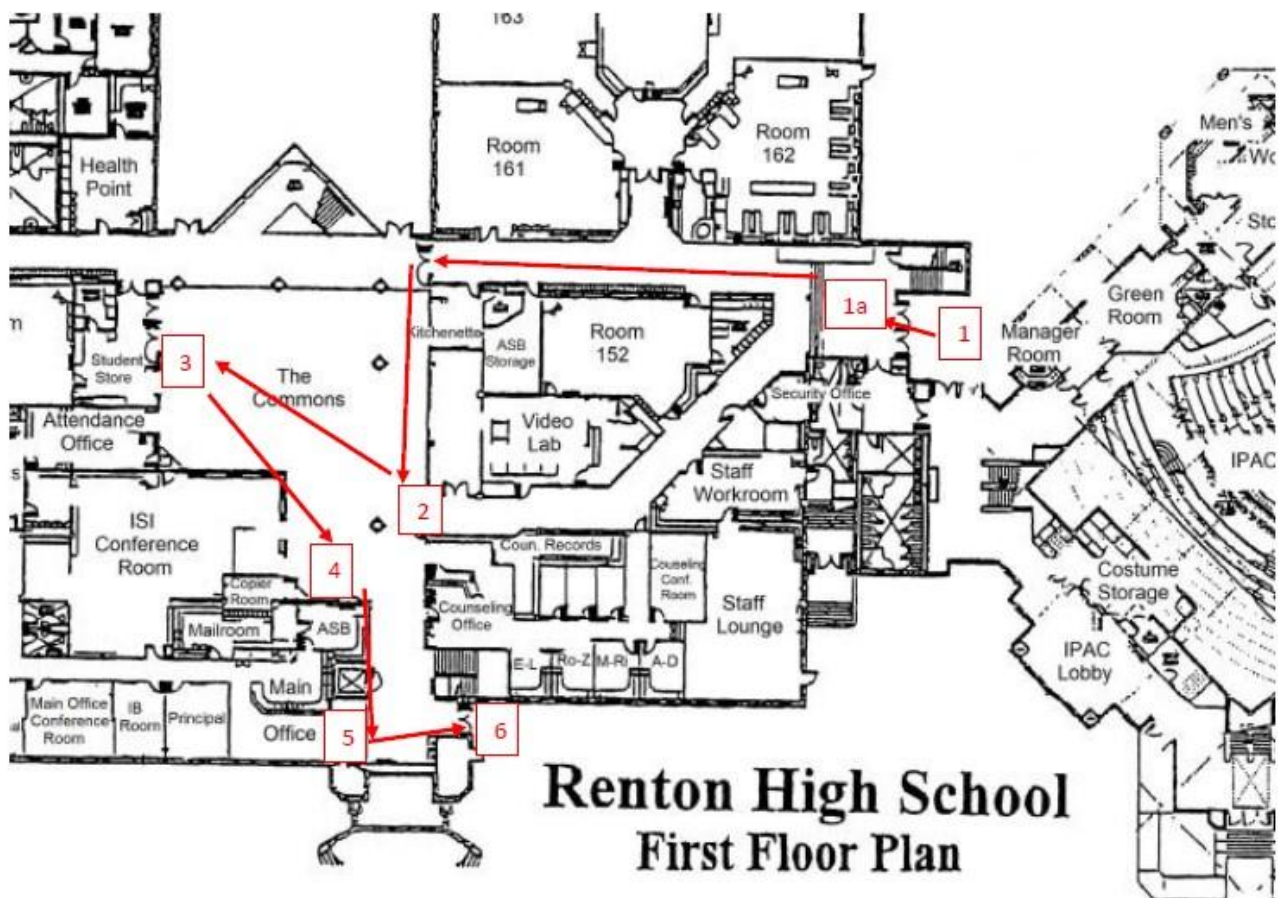
III. GRADUATION TICKET CODES

Once all the above sections are completed, you will be able to get your Graduation ticket codes. You will hand this receipt to Mr. Villalobos at **Station 5.** (main office)

***Note:** All graduates are guaranteed four (4) Graduation Ceremony Ticket codes until 3:00 pm on 6/17/2021*

Senior Checkout Directions

1. Remote students enter through IPAC doors. Wellness Screening and Temp check.
 - a. All students: Senior Survey must be completed before going to next step. Get checked off here.
2. Return Chromebook and charger, and a hotspot if you have one.
3. Get final graduation clearance from your Counselor.
4. Pay any remaining fines/return RHS materials, books, sports equipment, etc.
5. Hand completed checkout form in exchange for Graduation ceremony Ticket Codes.
6. Exit the building (if Remote Student) or go back to class if in person.



Note: All graduates are guaranteed four (4) Graduation Ceremony Ticket codes until 3:00 pm on 6/17/2021