



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)

Student Signature _____ Date _____

Counselor Signature _____ Date _____

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!