Date\_\_\_\_\_

## HIGH SCHOOL STUDENT CHECK-OUT

Section I: To be filled in b	y the student and parents	S.		
STUDENT'S NAME		BIRTHDATE	GRADE	
PRESENT ADDRESS				
	Street	City	Zip	
PARENT/GUARDIAN'S NAME			PHONE	
(I RECEIVING SCHOOL DI	Parent/Guardian's addres			
ADDRESS				
	be released to the receiv ne General Office, and all	ring school district when I fines have been paid.	er transcript and any other this form has been properly	
Teachers, please fill in th				
Fines for laboratory mate Section IV. CLASS 1st hr 2nd hr 3rd hr 3rd hr 4th hr 5th hr 6th hr 7th hr 8th hr	rials may also be noted CURRENT TEXTBOOK GRADE RETURNEE	here. If the student doe	Sued, indicate the fine owed. es not return a book, fill out CHER SIGNATURE	
SECTION III:				
Monies owed and reason		Sigr	nature	
SECTION IV: LOST TEXT	EDITION	CONDITION 	FINE OWED	
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- I. Office Responsibilities
  - \_\_\_\_\_ Verify dropout or transfer with parent
  - \_\_\_\_ Collect textbooks
  - Total any outstanding obligations Amount \$\_\_\_\_\_
  - \_\_\_\_\_ Refund fees Amount \$\_\_\_\_\_
  - \_\_\_\_\_ File grades in student record
  - \_\_\_\_\_ 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