



CHECK OUT FORM

STUDENT NAME: _____

STUDENT GRADE: _____

ADVISOR: BARNES, KENNETH

PER	COURSE NAME	TEACHER	BOOKS/FINES	TEACHER SIGNATURE
01	FOODS & NUTR I	NANCY WILMOT		
02	BEGINNING ART	DAMIAN SMITH		
	ADVISORY 9	KENNETH BARNES		
03	GEOMETRY	MARTY ROTHLSBERGER		
04	ENGLISH I	MIA CAULEY		
05	STEM LAB	APRIL SLAGLE		

CHROMEBOOK RETURNED: \$ _____
Amount Due

Advisor Signature (must owe \$0 to be signed off)

CAFETERIA/LUNCH BALANCE: \$ _____
Amount Due

Signature (must owe \$0 to be signed off)

LIBRARY BOOKS: \$ _____
Amount Due

Signature (must owe \$0 to be signed off)

MAIN OFFICE/FINE CHECK: \$ _____
Amount Due

Signature (must owe \$0 to be signed off)

CHECK OUT DIRECTIONS

1. **Last names A-F, start in the LIBRARY.** Get signed off to show you are clear for overdue books.
2. **Last names G-N, start in the CAFETERIA.** Get signed off to show you have a \$0 food balance.
3. **Last names O-Z, start with GETTING TEACHER SIGNATURES.** You must have each teacher in your schedule sign off that you've returned all classroom books & supplies.
4. Return your Chromebook to your advisor.
5. If you have a locker, clean it & leave it empty.

YOU MUST RETURN YOUR CHROMEBOOK PLUS HAVE SIGNATURES FROM THE LIBRARY, CAFETERIA, MAIN OFFICE & ALL TEACHERS TO COMPLETE THE CHECK OUT PROCESS.

INCOMPLETE SHEETS WILL NOT BE ACCEPTED.

LAST STOP IS MRS. MACKEY'S WINDOW.

FINES MUST BE PAID FOR CHECKOUT TO BE COMPLETE.

TURN IN COMPLETED, SIGNED OFF SHEETS WITH ALL FEES PAID TO \$0 TO MRS. NYGREEN, MRS. MACKEY, MRS. GLEASMAN OR MS. MARTINEZ.