

Senior Check-out Form

This form must be completed & returned to the Front Office by Friday, May 13. You will not receive your diploma at graduation unless you have met all requirements and received all signatures.

(print legibly)

Last Name (Student) First Name

Graduation ID

INSTRUCTIONS:

- Ask your teachers to sign off that you have completed all assignments and have a passing grade.
- Return all textbooks to the teacher who assigned them. Lost textbooks must be paid through Online School Payments (<https://osp.osmsinc.com/FultonGA/>). Signature for textbooks must be received from Ms. Ellison during lunches on Thursday, May 12.
- School-issued devices should be returned May 3-5 in the cafeteria during lunch.
- Library books, calculators & late devices should be returned to the Media Center by Friday, May 13.
- Please get the following signatures:

		Signature
1st Period	All assignments complete & passing the class	
2nd Period	All assignments complete & passing the class	
3rd Period	All assignments complete & passing the class	
4th Period	All assignments complete & passing the class	
5th Period	All assignments complete & passing the class	
6th Period	All assignments complete & passing the class	
7th Period	All assignments complete & passing the class	
Textbooks (Mrs. Ellison)	All textbooks returned and fines paid if lost or damaged	
Devices (Media Center)	School-Issued Device Returned with charger. All fines paid.	
Library (Media Center)	All Library books and Calculators returned, or replacement fees paid.	
Athletics/Music	See Coach	
Counseling	Completed Senior Exit Survey & requested final transcript.	