



# MIDDLE SCHOOL STUDENT CHECK-OUT

Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Final Day of School: \_\_\_\_\_

Only upon completion of this form and payment of any required funds will transcripts or other official documents be released by Middle School Office. The checkout process should be started two days before the expected final day of school.

**Step 1:** Each class teacher will collect your books and other materials issued to you and will sign only when you have turned everything in.

PERIOD	SUBJECT (STUDENTS FILL IN THIS SECTION)	MISSING MATERIALS		WITHDRAWAL GRADE (MID-TERM ONLY)	TEACHER'S SIGNATURE
		YES	NO		
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					
<b>6</b>					
<b>7</b>					

## Step 2: Office Signatures

Library: \_\_\_\_\_ Technology Office: \_\_\_\_\_

## Step 3: Business Office Signature

Business Office: \_\_\_\_\_

## Step 4: MS Office Signature and Submission

Principal: \_\_\_\_\_ Counselor: \_\_\_\_\_