



Bellaire High School Senior Check Out Sheet 2017

Tech will begin Check-Out May 8th, all other areas May 15th. You must turn in this completed sheet to the Auditorium Tuesday, May 23 between the hours of 11:00am and 1:00pm in order to receive your cap and gown.

	Textbooks – Please consult the Book Room schedule for hours. If you do not have textbooks checked out you must obtain a stamp confirming that you are clear. All books must be turned in and lost books paid for by cash or check.
	Library – All books and fines owed must be turned in. Pay with cash or check. You must obtain a stamp from the librarian showing that you are clear.
	Laptop – Computer, case and charger must be returned to room 220. If you do not have textbooks checked out you must obtain a stamp confirming that you are clear. Seniors will return computers through their English class.
Make sure you submit your requests online. You do not need a signature this year.	Transcripts – Students may request up to three transcripts to be sent at no cost. One final transcript needs to be sent to the college/ university you have chosen to attend. If you are deferring college, you must submit a signed transcript form indicating you do not need a transcript sent.
	College Center – Student must have completed and submitted the Senior Survey online.

WRITE YOUR NAME IN PEN. We need a phone number in case we need to contact you prior to graduation. Your cell phone number is preferable.

Name: _____

Cell Phone: _____

Please provide a **permanent** address so that we may send you information about reunions. Provide an address where information will get to you. It can be a grandparent, parent, sibling or relative. This address does not need to match school records. **WRITE YOUR INFORMATION IN PEN.**

Address _____

City _____ State _____ Zip _____

e-mail _____