



2012 - 2013

11th End of Year Check Out


Check Out sheets will be distributed
 Thursday, May 23rd ~ 3rd period classes
 No 3rd period? Pick up in Counseling

ATTENTION!

Students must complete
 this check out process to
 avoid a \$10 fee



Step 1 – Complete the following steps and get a stamp:

WHAT to complete	WHERE	This stamp indicates that it's complete:
✓ Return all library books / pay off all library fines.	Media Center	PHS Media
✓ Turn in all your textbooks, including class novels.	Media Center	PHS Textbooks
✓ Complete the Naviance Survey Log into your personalized <u>Naviance FAMILY CONNECTION</u> page 1. Go to the PHS homepage. 2. Locate NAVIANCE under “Students” on the left menu bar. 3. Click on Naviance. 4. Put in your “Username” (your school ID) and “Password”(your school PIN number) 5. Click on the “About Me” tab at the top of the page. 6. Click on the Poudre Exit Survey (located on the left hand side of the page). 7. Click on SUBMIT ANSWERS or your survey <u>will not be complete</u> .	Any computer After completion, take Check Out Sheet to a staff member in the Counseling Dept. for a stamp of completion	COMPLETED
✓ Clean out your locker ✓ Show it to a custodian/Campus Monitor / Dean Your locker check out time:	 Elk Horn Creek Tues, May 28 th 1:15 – 2 pm	LOCKER

Step 2 – Check out with Cashier in Media Center

✓ Pay any school fees/fines to Ms. Buchwald Kim Buchwald, Poudre HS Cashier kbuchwal@psdschools.org (970) 488-6024	Media Center	<i>Impalas</i>
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Step 3 - Complete **Legal Name Form** for 2013-2014, parent signature required.
 Additional forms available online PHS website Counseling Department.

Step 4 – Submit check out sheet AND completed Legal Name Form to Front Office Window.

NOTE:

If you lose your check out sheet, you may purchase a new one for \$1.