



2012 - 2013
12th End of Year Check Out
 Senior Check Out sheets will be distributed
 Friday, May 17th 7:15
 Front Office Window



ATTENTION!
 Students must complete
 this check out process in
 order to receive their
 cap/gown for the ceremony

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 Senior 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 and show it to a custodian/Dean/Campus Monitor	Your Locker ☺	LOCKER

Step 2 – Cashier’s office

✓ Pay any school fees/fines to Ms. Buchwald Kim Buchwald, Poudre HS Cashier kbuchwal@psdschools.org (970) 488-6024	Cashier’s Office in front office	<i>Impalas</i>
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Step 3 – Concession Stand

✓ Hand in your <u>completed</u> checkout form to receive your cap/gown	Concession Stand	Release Cap / Gown
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Step 4 – Moby Arena

✓ Walk across the stage and GRADUATE !!	Colorado State University
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NOTE:

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