

## Helpful information for the check-in process at Poudre High School

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- What if my student lost their check-in sheet?
  - ✓ Go to the Counseling Department, \$1 reprint
- Why would my student have a fee/fine?
  - ✓ Unpaid course fee, i.e. Art Class, Adventure PE
  - ✓ Unpaid athletic fee
  - ✓ Lost textbook
  - ✓ Unpaid transcript reprint fee
  - ✓ Overdue fine on a book in the Media Center
- To inquire if your student has unpaid fees/fines:
  - ✓ Call Media Center # (970) 488-6136
  - ✓ Call Cashier Office # (970) 488-6024
- Media Center accepts cash or checks from parents/guardians
- Cashier Office accepts cash / check / credit card
- To inquire if your student has a lost textbook or still has books checked out to them:
  - ✓ Call Media Center # (970) 488-6136
- Can I write one check for my student's fees/fines?
  - ✓ Yes, however the process requires adding the sum of the Media Center fees/fines and any outstanding fees in the Cashier's Office as they are separate systems ☹
- How can I verify my student still has the same laptop that was checked out to him/her?
  - ✓ Call Luke Lefurge (970) 488-6058
  - ✓ Call Roz Lang (970) 488-6035
  - ✓ Call Steve Butler (970) 488-6181
  - ✓ Call Media Center (970) 488-6136
- How can I verify my student still has the same textbooks that they checked out?
  - ✓ Call Kim Witman (970) 488-6104
  - ✓ Call Media Center (970) 488-6136
- What if my student is an IB senior and needs their textbooks to complete their exams?
  - ✓ IB seniors will take their check-in sheet to the Media Center and get a preapproved stamp for Cap/Gown Release
- How can my student access their *Naviance* Survey to complete the check out process?
  - ✓ Go to the PHS homepage.
  - ✓ Locate NAVIANCE under "Students" on the left menu bar.
  - ✓ Click on *Naviance*.
  - ✓ Put in your "Username" (your school ID) and "Password"(your school PIN number)
  - ✓ Click on the "About Me" tab at the top of the page.
  - ✓ Click on the Poudre Exit Survey (located on the left hand side of the page)
  - ✓ Click on SUBMIT ANSWERS or your survey will not be complete.