

Student check out - Procedure.

When a student wants to check out of school -

- 1- Fill out Student Check Out Blank.
- 2- Have student get their grades for their subjects and also checked by librarian, and bring back to office.
- 3- Fill in 2 copies of "Certificate of release".
- 4- Send in the "Certificate of release" & student check out blank for Principal's signature.
- 5- Give original to student to take and put other one in student folder.
- 6- File the student folder in the inactive file drawer.
- 7- Bring student record up to date by -
 1. Recording the "Rating as of date left".
 2. Date withdrew from school without graduating, & withdrew.
8. Remove
Take out daily program & card from file box and file in student folder