**Clearance Sheet 2022-2023**

**Seniors—Grade 12**

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ID#** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| **Period** | **Department** | **Staff Person** | **Obligation**[i.e., textbook (title/book #), uniform,other (be specific)]. ***If no obligation,*** ***please write NONE.*** | **Amount Owed/ Cost** | **Staff Initials** (Only sign if student is cleared) |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |
| **7** |  |  |  |  |  |
| **8** |  |  |  |  |  |
|  | **Counseling—Final Transcript Request** | **Counseling Staff** |  |  |  |
|  | **Media Center** | **Media Center Staff** |  |  |  |
|  | **Media Center—Chromebook Return** | **Ms. Hackey** |  |  |  |
| **FINAL STEP** | **Financial Office—Room 41** | **Mr. Gordon** |  |  |  |

**Instructions for Students**

1. Print your name and ID # clearly.
2. Students must clear (and return all books, calculators, uniforms, etc.) during the week of May 22 - May 26.
3. May 26 is the last school day for seniors to clear all obligations to the Financial Office.
4. Students must have all scheduled periods signed to be cleared.
5. Seniors with outstanding obligations or those who do not submit a clearance form may not participate in the graduation ceremony.

**Senior lockers must be emptied by 2:30pm on Friday, May 26. Any belongings remaining in lockers after this date will be discarded.**