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# Senior Class of 2021 Check-Out Process



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# When is senior check out?

-  -Wednesday June 2nd to June 4th (Deadline)!
  -  -Afterschool at 3:00 PM - 4:30 PM  
(8 AM - 4:30PM after June 2nd)
  -  -Mrs. Gonzalez, Mr. Martinez, Mr. Mireles, Coach Billy will be the only individuals that will confirm your check-out.
  -  -Check out will be a combination of ON-SITE and REMOTE check-out depending on the staff member.
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# What will you need to bring with you during check-out?



-Chromebook **AND** Charger (indicate that you will be keeping or donating your device at the time of your visit).



-Community Service sheets not logged (total of 50 required).



-Textbook (AP Textbooks, other textbooks).



-Sports Uniforms (or equipment).



-Payment (if applicable).

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# What requirement do I need to meet?

## \*Office Manager

AVAILABLE

On-Site and  
Remote: Connect  
via email or chat.

Confirmation from Mr. Mireles / [cmireles@sjvla.org](mailto:cmireles@sjvla.org)

- I will sign you off **ONLY** if you have paid off outstanding fees.
  - If you have an AP text book or graduation dues, or uniform dues you will not be cleared off until you pay these fees.
  - All Seniors will turn in their Chromebooks **AND** Chargers, please let me know if you plan on keeping them. This is only applicable to seniors going to a Vocational/ Trade school or College/University.
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# What requirement do I need to meet?

## \*Athletic Director

AVAILABLE

**On-Site** and  
**Remote:** Connect  
via email or chat.

Confirmation from Coach Billy / [bdick@sjlvla.org](mailto:bdick@sjlvla.org)

-You must turn in any and all sports uniforms/equipment that were borrowed in order to meet this requirement.

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# What requirement do I need to meet?

## \*Academic Counselor

**AVAILABLE**

**Remote:** Contact Mr. Martinez via email or chat.

Confirmation from Mr. Martinez / [omartinez@tfhe.org](mailto:omartinez@tfhe.org)

You should have already met with Mr. Martinez to confirm that you have met your A-G Eligibility requirements and/or graduation requirements.

-Please schedule a meeting with Mr. Martinez to discuss these requirements.

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# **What happens if I am not cleared off by administration for my grades?**

**You will need to check-in with the appropriate staff member on the week of June 7th- June 11th to attempt to meet the requirements set forth.**

Communicate your need and we can accommodate.

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# What happens if I do not check-out?



**No official/unofficial transcripts, Diploma or other formal correspondence can be released to you until you have successfully checked-out. Please make every attempt to meet the requirements before the deadline.**

Please reach out if you have any questions or need additional support. We are here to help!

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# What does a successful check-out look like?

**You have successfully checked-out if you have submitted/met or completed the following:**

- Turned in all Textbooks/Course Materials/ Mr. Mireles/Teachers**
  - Turned in Chromebook & Charger / Mr. Mireles/IT**
  - Paid any outstanding Fees / Mr. Mireles**
  - Turned in all Athletic uniforms/gear to Athletic Dir. / Coach Billy**
  - Met a-g Eligible / Mr. Martinez**
  - Final S2 Grades / Mr. Martinez**
  - Submitted Community Service Hours/ Mr. Martinez/ Mr. Mireles**
  - Completed the Exit Survey / Mr. Martinez**
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# Remember common courtesy!



There are 77 of you; please be patient in confirming that you have met all the requirements to successfully check-out.

-Please ask if the person is available/ready to meet (send and check emails).

-Say please and thank you and be respectful. It goes a long way!

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