

ZHS Senior Check-Out Form

Class of 2025

Last Name: _____ **First Name:** _____ **Student #:** _____

It is your responsibility to complete this check-out sheet and turn it in on May 22nd in the Gym. Check with your teachers during your regular class period and do not ask your teachers to sign this form until you have completed all assignments, returned your textbooks/materials/technology, and paid all your fees.

Senior Check Outs are in the Gym during these times on May 22nd: (Check with Dr. Yonkof if you cannot make it at either time)

Last Name from A-L: 7:30am – 9:00am

Last Name from M-Z: 9:00am – 10:30am

SECTION 1: The section below must be completed BEFORE Senior Check-Out Day.

TITLE OF EACH PERIOD (including SOS, online placeholders, and PHSC placeholders)	PRINTED NAME OF TEACHER OR STAFF (Please Print Clearly)	TEACHER/STAFF SIGNATURE (Only sign if student has completed all assignments and returned all borrowed items.)
1 st Per:		
2 nd Per:		
3 rd Per:		
4 th Per:		
5 th Per:		
6 th Per:		
Dual Enrollment Textbooks (only if applicable)	Mr. Martinez/Ms. Afre (Senior Counselor/ECP Counselor)	
Other (only if needed)		

BEFORE MAY 22nd CHECK-OUTS:

- All seniors must out the required electronic **Transcript Request** (even if not going to a college) using the QR code to the right or going to the link on the school website under “Students” and “Class of 2025.”
- All seniors must fill out the required electronic **Senior Survey** by logging onto your MyStudent Dashboard, clicking on the “Xello” app and choosing “Senior Survey” on the Xello Dashboard Home screen. Filling out the survey takes about 5 minutes or less.
- Return any borrowed **media/technology** (laptops, books, tech, equipment, etc) items to the Media Center.
- Please have your parents pay all remaining **school fees** from registration. This can be through the **Parent Portal or Rycor**. These school fees pay for your course resources, technology use, special school projects benefitting seniors, and the graduation ceremony that costs over \$12,000. Students with unpaid fees could be in danger of not receiving a diploma at graduation. See Dr. Yonkof if you have questions about your fees.



SECTION 2: The section below will be signed by the designated contact person ON THE DAY OF May 22nd in the Gym

ITEM	CONTACT PERSON	SIGNATURE (Only sign if student has returned/paid/completed everything)
Media/Technology Final Checkout	Mr. Mullins (Tech Specialist)	
Senior Dues/Fees Paid	Ms. LeBoeuf (Bookkeeper)	
Final Transcript Request Completed	Ms. Dyser (Registrar)	
Senior Exit Survey Completed	Mrs. Simons (Career Specialist)	
Final Graduation Requirement Check	Mr. Martinez (Senior Counselor) OR Dr. Yonkof (Senior Admin)	

Students who return their completed check-out sheets will be able to pick up their Cap & Gowns after Graduation Practice on May 29th and attend Graduation on June 5th.