

## ***CHECKOUT PROCEDURES***

Return all library materials by Wednesday, May 8, 2019. All checked out books and equipment are to be returned to Ms. Watkins, the Bookkeeper, or the media center. All athletic equipment should be returned to coaches. If you have been assigned an elevator key, return it to Ms. Watkins. All fees and fines, including but not limited to balances due, parking fines, or items not turned in will be paid to Ms. Watkins. A cap and gown **will not** be issued until all fees/fines have been cleared with Ms. Watkins. ***Starting April 1, 2019, all payments for fees/fines will be accepted in the form of cash, money order or credit card only. Checks will not be accepted after April 1, 2019.***

Reminder: All colleges and universities require a final transcript to be sent in June. Students will identify one college/university to receive a final transcript when they complete the Graduation Survey in Naviance. This task, as well as the Resume and Financial Planning assignments in the Class of 2019 Google Classroom (Code to join: ymsvsr), must be completed prior to checkout. If you have any questions about the tasks, please see the Counseling Department. Students must also update all college and scholarship information in Naviance as it becomes available. After June 5, 2019, final transcripts will be available through APS Student Records at [www.aurorak12.org](http://www.aurorak12.org) for a nominal fee.

Checkout sheets will be distributed to seniors at the entrance to the commons before school and 1<sup>st</sup> period on Thursday, May 9, and Friday, May 10. If you cannot pick up your form during these times, please see Mrs. Hoffer in the main office next to the Bookkeepers office.

### **CLASSROOM CHECKOUT**

Rangeview will be on a regular schedule Tuesday, May 14. Seniors will attend each of their classes, complete all required classroom assignments and assessments and complete the classroom checkout form. Seniors must obtain a teacher signature for each of their classes and clearance from the Media Center.

### **FINAL CHECKOUT AND CAP & GOWN DISTRIBUTION**

Doors to the small gym will open at 7:30 a.m. on Wednesday, May 15, for final checkout for graduating seniors. Seniors must check out with Ms. Watkins, Bookkeeper, first and then their Counselor's signature may be obtained. Mid-term graduates should report to the small gym to pick up their checkout sheet and finish checkout with the other seniors. The completed checkout forms and the signed graduation contract (enclosed) for all graduates will be collected. This process must be completed by 9:30 a.m. It is important for **all** seniors to check out during this time as the Bookkeeper and Counselors may not be available later. **You will be issued your cap and gown if there are no outstanding fines or fees and the checkout form and signed contract are completed and turned in.** All seniors participating in the commencement ceremony must have a cap, gown and tassel ordered from Unique Recognition/Herff Jones. Please go to [www.uniquerecognition.com](http://www.uniquerecognition.com) to order your cap and gown if you have not done so already.

## ADVANCEMENT ASSEMBLY, SENIOR LUNCHEON, AND SENIOR SPLIT

After checkout on May 15, all seniors should report to the large gym at 10:15 a.m. for the Advancement Assembly. Mr. Fay will address the senior class, all other students will report to the gym at 10:25 p.m. to begin the assembly. Seniors will leave for the remainder of the day following the assembly unless attending the Senior Luncheon. The Senior Luncheon will be held on Wednesday, May 15, at 12:30 in the Small Gym. The Senior Split is scheduled for Thursday, May 16, from 9:00 a.m. to 2:00 p.m. Senior Split is a required student attendance day. The intent and tradition of Senior Split is to provide a safe, school-sponsored alternative to “ditch day”. Your class sponsors, student leadership, faculty, staff, parents and administration go “all out” in planning this event. Check-in is at 9:00 a.m. and students are expected to stay for the duration of Senior Split.

## HONORS CONVOCATION

Monday, May 20, 2019 at 7:00 p.m.

Rangeview High School Gymnasium

Due to the high number of awards presented, this is an invitation-only event. Graduates involved in Convocation will receive an invitation to attend.

Graduates should arrive in the commons no later than 6:00 p.m. to line up. CAP AND GOWN ARE REQUIRED TO PARTICIPATE IN THIS CEREMONY. The graduating class enters the gymnasium and is seated in front of the community to be recognized. Honors, awards, and scholarships that have been received and accepted by members of the class will be announced. The program also includes senior talent selections and brief messages to the graduates. Award winners must check in with Mrs. Strouse or her designee before the ceremony begins.

**Starting April 1, 2019 payment from seniors must be made in person with a credit card, debit card, cash, or money order.**

**No Checks.**