

Senior Checkout - Friday, May 26, 2023

Seniors

As you know, our Senior Checkout is this Friday, May 26. Checkout is where we verify your graduation status, ensure fees are paid and receive your 5 graduation tickets. You must be “checked-out” in order to graduate. Checkout should only take 10-15 minutes, if all of your obligations are met and you arrive at your scheduled time. Please read the information below to help make your checkout process smooth.

Senior School Fees

In order to check out all school fees must be paid. Seniors and their parents can see fees owed on their homepage in HAC. Senior students who still owe fees will not be able to checkout on Friday until all fees are reconciled from our school treasurer’s office. This means you will not receive your graduation tickets.

Our treasurer will be available during checkout – but it is a slower process. Please contact Mrs. Kish, our school treasurer, tomorrow if you owe fees (Chromebooks not returned will be added to fees by Friday) Mrs. Irene Kish will be in her office all day on Thursday or can be reached at 440-885-8682 or email at kishi@parmacityschools.org.

Chromebooks

At this point your Chromebook and charger should have been returned. If you did not return those items, you may do so at Door 50 on Thursday. If you have not returned these items by Friday, they will show up as School Fees for Checkout.

It will be a longer process to checkout if you are turning your Chromebook in on Friday, as we will then need to reconcile with the fees. In other words --- please make sure you have turned in your Chromebook prior to Friday!

Senior Check-Out Times

- Senior Checkout Times will be by LAST NAME:
 - A - B 8:00am
 - C - D 8:30am
 - E - H 9:00am
 - I - L 9:30am
 - M - P 10:00am

·	Q - So	10:30am
·	St - Z	11:00am

Additional Checkout information

- It is MANDATORY for every single senior (this includes PVLA students), regardless of graduation status, to report to school during their designated time slot to checkout IN PERSON.
- Students must come into the building, including PVLA students
- All School Fees must be PAID IN FULL to receive Diploma on Commencement Day
- Students will receive their Graduation Tickets
- Each graduate will receive 5 tickets
- Additional Commencement Tickets sold (\$5 a piece, must be CASH)
- Senior Yard Signs will be given