



Senior Check-Out 2017

Congratulations for almost finishing your senior year of high school! There are a few more things to do to officially exit Lincoln beyond the academics.

Want to skip Senior Check Out? Then use our [Fast Pass Check Out, May 24-26 & 29-30](#)

Step 1 – Turn in your books to the bookroom and receive a cleared signature from Ms. Royal (you will not be able to complete the Fast Pass Check Out if you are still using any of your books)

Step 2 – Clean out your locker and receive a cleared signature from Mr. Quintero, Ms. Taylor, Mr. Caples or Mr. Simms

Step 3 – Receive a cleared signature from Ms. Kilmer or Ms. Roberts in counseling clearing your PLR's

Step 4 – During **LUNCH ONLY**, bring your cleared form to the check-out window in 104 to pay any fines you owe and receive your 10 graduation tickets.

Important Prep Steps

Clean out your locker of all personal items and return **unused** books to bookroom (ok to leave books you still need for class).

Pay ALL your fees on SchoolPay before **June 1** to get through the stations quickly.

Steps to complete the Check-Out on **June 1st 1:00 – 3:00pm**

Step 1 – **Fully clean out your locker**, you will get a 'go' slip after it's inspected to go to next step

Step 2 – **Proceed to Bookroom** to return books and/or pay fees (includes Library fees), then you receive a slip for the next step.

Step 3 – **Proceed to Auditorium Foyer** to clear Personal Learning Requirements before moving to payment room.

Step 4 – **Proceed to Payment Room 169**, pay remaining fees (such as athletic or parking), then you will receive a new statement showing a zero balance for your next step.

Step 5 – **Proceed to the Ticket Table in 169** and pick up tickets, stoles and cords you are eligible for (cords notated on your statement).

YOU WILL NOT BE ABLE TO PICK UP TICKETS PRIOR TO COMPLETING THESE STEPS.

Extra tickets will be available for pick up on **June 2nd, 7 am – 3:30 pm** from Ms. Kinnison in counseling. Email skinnison@pps.net to be placed on a wait list for extra tickets. Tickets available on a first come basis.

Mandatory Graduation Rehearsal

Sunday, June 4th 9:00 am – 10:30 am. Veterans Memorial Coliseum

Graduation

Sunday, June 4th 5:30 – 7:30 pm. Veterans Memorial Coliseum ***Seniors arrive at 4:45pm***