



# Student Clearance Process



**Clearance cards can only be completed before school, during lunch, and after school.**

1. Pick up a clearance card from the finance office. They will sign your card if you have paid all your fees.
2. Obtain the other three required signatures.
  - a. **Administration:** If you have less than 5 hours of detention, an administrator will sign your card. Administrators will be located just outside the main office.
  - b. **Library:** If you have turned in all your library books and textbooks, the librarian will sign your card.
  - c. **Lunchroom:** If you have paid all your lunch fees, the lunchroom manager will sign your card.
3. Keep clearance card for one or both of the following:
  - a. To receive cap and gown (Monday, May 21st in the main office conference room)
  - b. To receive yearbook at the party (Arts Park on May 23rd at 5pm)

## **Graduation Clearance for SENIORS:**

- Pick up clearance card from the finance office on Thursday, May 17th. Get all four signatures.
- Show your completed clearance card to pick up your cap and gown in the conference room across from the counseling office starting on May 21st. You may pick up your cap and gown before school, during lunch, and after school. **(Caps and gowns must be picked up by 10:00am on Tuesday, May 22nd.)**
- Trade your completed clearance card for your yearbook at the party on May 23rd.

## **Yearbook Clearance for SOPHOMORES and JUNIORS:**

- Complete detention hours, return books, and pay fees by May 21st.
- Pick up clearance card on Monday, May 21st. Get all four signatures.
- Trade your completed clearance card for your yearbook at the party on May 23rd.

**All clearance cards are to be completed by  
Tuesday, May 22nd at 3:00pm.**