

# Student Clearance Process

---

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

1. Pick up clearance card from one of three places:
  - a. Outside the Auditorium--Administration will sign off detention.
  - b. Finance office--Finance office will sign off fees.
  - c. Library--Mrs. Rabner will sign off books.
2. Obtain all three required signatures (detention, fees, library).
3. Keep clearance card for one or both of the following:
  - a. To receive cap and gown (May 17th - May 22nd)
  - b. To receive yearbook at the party (Arts Park on May 19th @ 5pm)

## **Graduation Clearance for SENIORS:**

- Pick up clearance card on Wednesday, May 17th. Get all three signatures.
- Show your completed clearance card to pick up your cap and gown in the counseling office starting on May 17th. You may pick up your cap and gown before school, during lunch, and after school. (Caps and gowns must be picked up by May 22nd.)
- Trade your completed clearance card for your yearbook at the party on May 19th.

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

- Complete detention hours, return books, and pay fees by May 18th.
- Pick up clearance card on Thursday, May 18th. Get all three signatures.
- Trade your completed clearance card for your yearbook at the party on May 19th.

**All clearance cards are to be completed by  
Friday, May 19th at 3:00pm.**