

MIDDLE SCHOOL CHECK-OUT REPORT

Date _____

Student's Name _____

Cluster Assignment _____ Date of Leaving _____

Homeroom Teacher _____

Teachers: Please sign below if all equipment and books assigned to this student have been turned in. Please give a grade for work done this marking period where applicable.

TEACHER

GRADE

Physical Education _____

Library _____

Band _____

SUBJECT

TEACHER

GRADE

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

After completion of this form, please return to the principal's office.

I. Office Responsibilities

- _____ Verify transfer with parent
- _____ Collect textbooks
- _____ Total any outstanding obligations Amount \$_____
- _____ Refund fees Amount \$_____
- _____ File grades in student record
- _____ Give student report card
- _____ Place student information card in dead file
- _____ Send student record and check out sheet to Principal
- _____ Fill out notice-of-leaving card and forward to child accounting office

II. Principal's Responsibilities

- _____ Examine student record file for completeness/accuracy
- _____ Make any special notations necessary and place in record
- _____ Forward student records to receiving school (including, if the student is a child with a disability under the IDEIA, a copy of both the student's current IEP and any statement of current or previous disciplinary action that has been taken against the student.)
- _____ Notify _____ if special education student
- _____ Store copy of records in records file