



SENIOR CLEARANCE FORM



COMPLETED FORMS ARE DUE TO YOUR COUNSELOR'S OFFICE
DEADLINE IS WEDNESDAY, JUNE 2, 2021 AT 1:00 P.M.
 Start Getting Signatures Early!

 Student ID# Last Name First Name Middle Name

1. **CLASSROOM CLEARANCE:** All credit and course requirements must be completed with verification from current teachers before seniors will be allowed to receive their diploma and participate in graduation ceremonies. Teachers will notify counselors and administrators of any students who will not earn a passing grade for their class. **THIS MUST BE COMPLETED BEFORE THE COUNSELOR CAN CLEAR THE STUDENT FOR GRADUATION PRACTICE OR CEREMONY PARTICIPATION.**

2. **MATERIALS DUE:** All materials, books, laptops, and mifi devices not currently being used, must be returned to the library, textbook room, and athletic office before seniors can be cleared to receive a diploma, or participate in the graduation ceremony. **ITEMS ABOVE MUST BE RETURNED & CLEARED BEFORE THE COUNSELOR CAN CLEAR THE STUDENT FOR GRADUATION.**

Seniors MUST take this form and have the bottom portion completed by the appropriate staff listed below. Signatures cannot be obtained during class time.

- STAFF:**
1. Use **PEN** when completing this form.
 2. **If items are owed**, list the items to be returned.
 (Include book titles) and the amount of money owed.
Do NOT sign the sheet if there are any outstanding obligations.



PERSON/PLACE	SIGNATURE	CLEARED	ITEM TO BE CLEARED	AMOUNT OWED
Librarian				
Student Store				
Textbook Room				
SLC Office – Counselor (LAST STEP)				

3. **FINAL CLEARANCE:** Students **MUST** receive final clearance from their counselor in order to participate in the graduation ceremony. Counselor signature is the **last step** required to complete this form.

*******FOR COUNSELOR USE ONLY*******

_____ LMC TRANSCRIPT NEEDED

_____ WILL NOT GRADUATE

Counselor's Signature _____

_____ CLEARED