

On Friday, May 22, we need to collect everything from seniors needed to fully “check out.” This includes three major categories:

1. Collection of any and all books and textbooks checked out
2. Collection of any materials that have been loaned out, such as Chromebooks or athletic gear
3. Collection of any money owed to the school

Seniors will need to come to school during the appointed time (listed at the end of this email) and enter the student parking lot in an automobile. As with the cap and gown pickup, please have a paper with the student name written on it in large letters. There will be three stations in the lot, one to return books, one to return other materials, and one to pay any money owed. We will conduct all this business while you are in the car using appropriate safety equipment. Seniors and other passengers should wear masks as prescribed by our current order of the Alameda County Public Health Department.

If you owe any money, we will contact you individually before the Senior Checkout day to let you know the reason and the amount. If, after the Senior Checkout Day, you still have materials or debt, then we will contact you individually and let you know.

IMPORTANT: seniors cannot participate in either Senior Brunch and Awards or the Graduation Ceremony without completing our Senior Checkout process.

Last name	Time
A-E	9:00-10:00 am
F-L	10:00-11:00 am
M-Ro	11:00 am-12:00 pm
Rs-Z	12:00-1:00 pm