

May 2020 Senior Check-Out Procedures

As the school year is concluding, the process for turning in textbooks, library books, Chromebooks, uniforms, instruments, etc. will be different than in previous years. Prior to coming to school on your designated date and time, please account for anything that has been checked out to you by the school. Please bring with you your student ID card, or have access to your Synergy mobile app as proof of identification. You will complete your Senior Check-Out process, which includes turning in all BHS property and reconciling any outstanding debt you may have. Additionally, if you have any items in a book locker or PE locker, you will be escorted to retrieve those belongings during this time. If there are any lost items that you will need to pay for, you may pay by cash, credit, or money order.

We will adhere to social distancing guidelines at all times during your check-out. Please be mindful of others while on campus to complete your check-out and leave as soon as you conclude with the finance office. Please review the map below before you arrive so you will know where you need to park (front / G Street parking lot) and where to begin your check-out.

Dates and times for Senior check-out are as follows:

- Monday, May 18 (8:00am-12:00pm)
 - A-D: 8:00am-10:00am
 - E-H: 10:00am-12:00pm
- Tuesday, May 19 (8:00am-12:00pm)
 - I-M: 8:00am-10:00am
 - N-Q: 10:00am-12:00pm
- Wednesday, May 20 (8:00am-12:00pm)
 - R-U: 8:00am-10:00am
 - V-Z: 10:00am-12:00pm



- Park in G Street parking lot only. Line will begin in alley way on south side of the main office.
- Once you've finished with your "check out", please vacate the parking lot. You will not be allowed to hang out on campus.