

**Parking:** Students will park in the West Lot in every other parking space.

**Social Distancing measures:** Students will be scheduled in groups of 20 staggered every 10 minutes (all students must wear masks to be admitted).

Students waiting outside will be spaced 6' apart and 20 students will enter the building every 10 minutes.

**Progression of checkout:**

1. Entry through the southwest doors
2. Check in with counseling team and get directions for process.
3. Return textbooks/laptops in auditorium. Media Center Personnel will check in textbooks and laptops and let students know if they have any pending obligations/fees.
4. Students must pay any obligations/fees prior to picking up cap and gown.
5. Pick up cap and gown at the Spartan Room
6. Pick up yearbook at North West Entrance (if applicable)
7. Exit North West doors - Students are expected to leave immediately upon completion of check out process.

Security: Parking lot to monitor parking and social distancing in line. Cafeteria/Auditorium to monitor social distancing and textbook/laptop check in and obligations. North hall to monitor social distancing, yearbook pick up and exiting of building.

Here's the schedule for Senior Checkout by Alpha:

**Wednesday, May 12**

**A-D** 8:00 - 9:00 AM

**E-K** 9:00 - 10:00 AM

**L-R** 10:00 - 11:00 AM (LAST ENTRY AT 10:45)

**S-Z** 11:00 -11:45 AM (LAST ENTRY AT 11:30)

Gauntlet 12:45 -2:15