

MS Student Leaver's Check Out Form

**Please complete this form and return it to MS Reception
at least 24 hours before your last day of school**

Dear student,

Each student MUST return all resources checked out directly to the library or IT. Student and parent Smartcards must be returned to the MS Reception.

Name of Student _____ Class _____ Smart Card Number _____

Subject		Teacher's Name	Teacher's Signature
Library	Student		
	Parent		
Computer Services (IT)			
Chartwells (FoodServices)			
Mentor Teacher			
Locker/Smartcard		Return Smartcards to MS reception	

Note: All student, parent and Driver/Ayi cards should be returned to MS reception before student's last day of school.

Middle School Counselor signature _____ Date _____

Principal signature _____ Date _____

Payment for any library items not returned can be made at the MS Library BEFORE YOUR LAST DAY AT WAB.

We will only issue reports once you have handed in this form.