

Attention Seniors:

**Reavis will be hosting a locker clean-out and Senior Check-Out next week. The highlight of this process will be picking up your Cap & Gown. All seniors must complete this process as one of the final steps towards graduation. Here are the important details you need to know:**

**When:** Tuesday, May 5 thru Thursday, May 7, 9:00 -11:30 a.m., 12:30-3:00 p.m.

Students must sign up for one 15-minute slot during these three days

Using the attached link:

<https://forms.gle/HvkETvx Cp5Jks1Bs5>

**Where:** Students will park in the Austin lot and **enter the building at the Main Gym only.**

All students will exit the building at Entrance H near the Auto Shop.

**What to expect/bring:** The following format will be strictly followed.

**Main Gym Entrance** - Student Services (pick up Check-out Sheet)

**Main Gym Lobby** - IT Chromebook Drop-off (Turn in Chromebook and charger)

**Main Gym/Tech Hall** - Enter school for Locker clean-out

**Library Table** - Drop off books outside of library (bring due library books)

**Commons Entrance** - Textbook/Materials drop-off with Department Chairs  
*(bring all school-owned books/materials/supplies/instruments/equipment)*

**Tables in front of elevator** - Art project pick-up

*(students exit the building at Entrance H and go to garages in Auto lot)*

**Auto Garage Bay 1** - Athletic uniform drop-off

**Auto Garage Bay 2** - Pick-up Cap & Gown (turn in Check-out sheet)

**Students will only be allowed on campus at their scheduled time.** Due to state restrictions and guidelines, Reavis has created an acceptable format for this process that **must** be strictly followed. Family and friends **will not** be allowed to escort seniors on campus or in the building. Seniors you are encouraged to wear a mask while in the building. Please know, as much as we miss you, you will not be allowed to socialize or linger in the building. Seniors, we look forward to seeing you on campus next week for senior check out.