

Senior Clearance Process

The clearance process is necessary to make sure you have returned all school property and/or cleared all monies you may owe the school before you receive your diploma.

- **Pre-Clearance** – clear your account from Freshman year to First Semester Senior year
 - **Clearance form** – clear your account for Spring semester of senior year
 - **Final Exit form** – allows you to pick up cap and gown and diploma
1. Senior **Pre-Clearance** forms will be distributed in SCS on Monday March 12th and you have until Thursday March 22nd to complete them.
 2. **Pre-Clearance** forms will be collected in SCS on Thursday March 22nd.
 3. In June, Seniors who have handed in the **pre-clearance** forms will receive a **Clearance form** in SCS. This form will have further directions and dates for completion.
 4. Senior clearance days will be June 18th, 19th and 20th from 10am to 1pm only, to complete the clearance forms and receive the **Final Exit form**. (specific directions will be on this form).
 5. The **Final Exit form** will be used to pick up your cap and gown and diploma. Cap and gowns will only be distributed on Friday June 22nd from 8:30 to 12:30 pm.
 6. Any student who did not complete the clearance process in sequential order or loses or misplaces his or her form, will have to complete that missing process before receiving a **Final Exit form**.

FAQ – Frequently Asked Questions

Q - Why is there a Clearance process?

A – The clearance process is in place to “clear” your school account of the following:

- a. Textbooks owed
- b. Balances owed
- c. Supplies owed
- d. Missing College Office information

Q – Where do I go if I lose my clearance forms?

A – If you lose your **Pre-clearance form** or your **Clearance form**, go to room 150. If you lose your **Final Exit Form** go to room 120. You may have to start from the beginning again.

Q – Will I have to start all over again if I lose my form?

A – Yes.

Q – If I don’t turn in my **Clearance form**, can I graduate?

A – If you don’t turn in the completed **Clearance form** you will not receive your cap and gown (if you paid senior dues) or receive your diploma.

Q - If I don’t turn in my clearance form, can I attend graduation?

A – No. If you paid senior dues, and don’t turn in your clearance form you will not receive your cap and gown, and will therefore, not be allowed to walk at graduation.

Q – If I don’t hand in the form on the deadline, is there an extension date?

A – Each deadline is final.

Q- What if I don’t decide to attend graduation or get cleared for graduation until after the deadline?

A – You must go to room 150 to start the Pre-clearance process immediately.

Q – Can I pick up my cap and gown on June 25th

A – No. You can only pick up your cap and gown on June 22nd.