SAMPLE

Wonderful School

CHECK OUT LIST

Name: _____Rm # _____ District ID# _____

Print & File copy of PAR: _____ L Code: _____

Classification: _____ L Date: _____

Class Roster: _____ Moved to: _____

IN/OUT BOOK: _____

Pink Sip: _____

Pulled cum: _____

Cum sent to teacher for closing: _____

Double check for Report Card in cum: _____

Received from teacher on: _____

Pulled Health Card: _____

Pulled Registration Card: _____

Pulled Emergency Card _____

****

SENDING CUM

Add Health Card to Cum _____

Add Emergency Card to Cum _____

Attached Request to Cum _____

Record in Reg Card where cum was sent and when _____

File Reg Card in Inactive file _____

Cum Sent to: _____ Date: _____-