

Lake Shore Compact Capstone Check-Out CTE Programs

Checkout will begin on **May 1st** with your academic class teachers and other home high school personnel. Your home high school administrator or designee must sign this form and approve your Capstone prior to exiting. Students will not be permitted to attend Capstone without their home high school approval. Final check out with your program instructor will be on **May 1st**. . **You must attend all of your classes on May 1st.**

Student Name: _____ **CTE Program:** _____

Student Contact Information: Phone: _____ **Email:** _____

Home School: _____

Capstone Location: _____

Capstone Onsite Coordinator Contact Name: _____

Capstone Onsite Coordinator Phone Number: _____

Subject	Teacher	Passing 4 TH 9 Wks.	Passing Year	Books Returned
CTE Program				
English				
Math				
Science				
Social Studies				
Elective(s)				

Each item must be initialed:

Commitment Form Completed (Instructor)	_____	MacBook Returned (IT)	_____
Treasurer/Bookstore (verify fees owed)	_____	Follow up Survey Completed (CTE Staff)	_____
Media Center/Library (overdue materials)	_____		
Clinic (nurse)	_____		
Graduation Participation Form (Unit 12)	_____		
Final Transcript Request (Guidance)	_____		
Food Services Fees Paid (MHS Cafeteria)	_____		

This completed form must be approved by your Home High School designee, your CTE program instructor and by the CTE administrator prior to exiting for Capstone. The Home High School must check: "Yes Approved" or "Not Approved"

School administrator/designee Signature

Yes Approved ☐ Not Approved ☐

CTE Instructor

CTE Administrator