

## SENIOR CAP AND GOWN COLLECTION CHECKLIST

**\*\*To expedite the process, please fill out this form and bring it with you on your assigned day and time\*\***

**STUDENT NAME:** \_\_\_\_\_

**STUDENT ID#:** \_\_\_\_\_

PLEASE CHECK OFF ANY ITEMS YOU ARE RETURNING

Textbooks

Uniforms

School-issued Laptops

Library Books

Band Equipment

Graphing Calculators

### Cap and Gown To-Do Instructions

1. Everyone must always remain in their vehicle
2. Each vehicle must **have student name (first and last)** and ID # displayed **BOLDLY** on a piece of paper on the passenger side of the dashboard.
3. Students must have their ID.
4. In the vehicle TRUNK, students will have textbooks, school-issued laptop, band equipment, uniforms, library books and graphing calculators, **if applicable**, to return.  
\*Students *must* check Virtual Counselor for any outstanding obligations. The obligations can be paid online at [cypressbayhigh.com](http://cypressbayhigh.com) under Online Payments\*
5. Please ensure you are wearing a face mask during pick-up while you are interacting with staff.