

MCP Senior 2022–2023 School–End Checklist

Senior Student's Name: _____

You are almost finished! Congratulations on your Senior year and the many accomplishments you have accrued while at MCP. There are now a few loose ends that need tending before you are eligible to receive your diploma. All Seniors must visit each of the following MCP staff, make sure the pertinent accounts have been cleared, and obtain the all-clear signatures.

ALL ITEMS MUST BE COMPLETED IN ORDER FOR THE STUDENT TO BE ELIGIBLE TO RECEIVE A DIPLOMA.

Carlesha Harris, Business Office – caharris@missionprep.org

_____ Tuition Accounts

_____ Parent Service Hours

_____ Other _____

Stephanie Buresh, Campus Ministry Office – sburesh@missionprep.org

_____ **Service Hour Requirement Complete** – both **Community Service & School Service**
(Please contact Mrs. Buresh if you have any questions.)

Tom Trokey, Front Office – ttrokey@missionprep.org

_____ Return of any textbooks borrowed from the school

_____ Return of any Chromebooks borrowed from the school

Shawna Foster, Dir of College and Academic Counseling – sfoster@missionprep.org

_____ Naviance Student – College Application Results

List School Attending: _____

Felix Lugo, Dir of Student Life – flugo@missionprep.org

_____ Locker cleaned out

_____ individually assigned Lock returned

Amy Arena, Registrar – aarena@missionprep.org

_____ Return completed form to Mrs. Arena.

A completed/signed Senior Checklist MUST be returned to the Registrar, Amy Arena, by Tuesday, May 30, in order to receive diploma at graduation.