



Coronado HS Instructions for Senior Clearance, **May 14-22**

Congratulations Class of 2020! We are so very proud of you!

**Decorate your car in honor of your graduation!**

All Seniors are required to go through the clearance process to be cleared for graduation. We ask that you adhere to your assigned date and time to allow for the most efficient process.

Senior Clearance will be a “drive-thru”. Students are required to remain in their vehicle for the entire clearance process other than to open the trunk when asked to do so. Students are required to wear a face mask or face covering, and gloves are encouraged. We ask that you comply with Social Distancing, and do not come with friends. **Information on your assigned date & time for clearance are posted on the Coronado website ([www.episd.org/coronado](http://www.episd.org/coronado)).**

**Fines:** You currently owe a fine if you have not turned in books, fundraisers, uniforms, etc. You will receive a phone call this week if you owe a fine. Note that any disputes to monies owed or items owed, must be cleared BEFORE your clearance date. Disputes will not be dealt with at the time of your clearance.

If you get to the Business Agent on your scheduled clearance date and have to return to pay a fine, May 22 from 8:00 a.m. – 11:00 a.m. will be your time and date to do this.

Diplomas and final transcripts will be held until all fines are cleared. We will accept cash, cashier checks and money orders for exact amount. **NO change will be given**

**Please come prepared, and please clear your trunk other than the items indicated below:**

- Name & ID # written/printed on paper and laid on the dashboard.
- EPISD issued laptop, charger, and extra charger piece, in the laptop bag. Name & ID # on a piece of paper, attached to the laptop bag. Items should be in the trunk of your car. **If you need to keep your computer for AP tests please inform the person at Station #1**
- Any textbooks or library books need to also be in the trunk of your car with a sheet of paper in the front cover with your name and ID #.
- Items owed for Fine Arts, athletics, or ROTC should be in the trunk of your car. If they are items of clothing, please bag them by activity, and label the bag with your name and ID #.
- If you are in the Top 10% or IB program, bring your navy cap & gown to swap for gold or white gown. Items should be in the trunk of your car.

**IMPORTANT:** All vehicles must enter the parking lot by the tennis courts on Cloudview. There will be two clearance lines which will start by the Fine Arts Auditorium and end by “E” building. Please make sure your first and last name, and ID # are on a sheet of paper on your dashboard.

**Senior Clearance Stations:**

#1 – Bookroom Station – Return Laptops and Textbooks (please label all items)

#2 – Library Station – Return Library Books (please label all items)

#3 - Fine Arts, Athletics, JROTC Station – Return instruments and uniforms (please label)

#4 – Business Agent Station – Pay fine (Diplomas and final transcripts will be held until all fines are cleared. We will accept cash, cashier checks and money orders for exact amount.

**NO change will be given.)**

**\*If you or your parents need proof of clearance, please take a picture of your clearance form before leaving station #4**

#5 – Cord/Stole/Senior Shirt Distribution – only NHS stoles, community service cords, IB cords, and Senior Exec cords, will be handed out

#6 – Herff Jones for Top Ten % and IB gown exchange on May 14<sup>th</sup> only

**Transcript Requests:** All seniors who will be attending college next year, need to provide a final high school transcript to that college. Please submit your request through Scriborder, FREE of charge. To access Scriborder, please go to:

[www.episd.org/coronado](http://www.episd.org/coronado); Quick Links; Transcript Requests

Follow the instructions provided there.

**Any student who has received a scholarship or financial aid please email your award letters to your counselor by May 13, 2020**

Scan this QR code or go to the link below to receive updated information about senior breakfast and graduation. <https://band.us/@tbirds2020>



## Clearance Schedule:

If a student is ill or unable to attend Senior Clearance on their designated date and time, a parent may come in their place.

**Students reporting for clearance on a date that is not their assigned date, will be turned away.**

If you are unable to attend in a vehicle, a “walk-up” opportunity will be provided on Friday, May 22 from 8:00 a.m. – 11:00 a.m. Please follow the same entrance directions as indicated below.

**May 14 (8:00 am – 1:00 pm) – Top Ten % and IB students**

**May 15 (8:00 am – 1:00 pm) – Abarca - Crawford**

**May 18 (8:00 am – 1:00 pm) – Cruz – Herrera, L**

**May 19 (8:00 am – 1:00 pm) – Herrera, M - Moyers**

**May 20 (8:00 am – 1:00 pm) – Munden - Rosas**

**May 21 (8:00 am – 1:00 pm) – Rosenbaum - Zamora**

**May 22 (8:00 am – 11:00 am) – Walk-Up and Make-Up**

