

# RIO NORTE JUNIOR HIGH SCHOOL

"Home of the Riverhawks"

28771 Rio Norte Drive, Santa Clarita, CA 91354

661-295-3700, 661-257-1413 FAX

Mr. John Custanzo, *Principal*

DATE: December 13, 2010  
TO: STAFF  
FROM: Nancy Brown  
SUBJECT: **SEMESTER END CHECKOUT**

## **EXTRA-SERVICE**

All extra-service timecards (home study, S.O.C., Tutoring, etc.) are due to me no later than  
**MONDAY, DECEMBER 13, 8:00 A.M.**

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## **CHECK-OUT INSTRUCTIONS**

TEACHER NAME: \_\_\_\_\_ Teacher # \_\_\_\_\_

1. Grades need to be verified by Edie before you leave Friday. \_\_\_\_\_ (Edie's Signature)
2. Hard copy of your first semester grade book turned in to Edie. \_\_\_\_\_ (Edie's Signature)
3. Weekly attendance up to date turned in to Sharron. \_\_\_\_\_ (Sharron's Signature)
4. Phone number(s) where you can be reached during winter  
break. \_\_\_\_\_

Questions? I'm available with answers.