



Uniform Check in Procedures

Follow these steps

- Make sure you have the right uniform parts. There is a posting with the pants and jacket numbers that are checked out to you. If you don't have the correct part it may have been accidentally switched with someone else.
- Have your uniform dry-cleaned. If there are any stains or spots on the white areas, have them spot treated (dry cleaners are used to this request). Uniforms not dry cleaned will not be considered checked in.
- Reattach your sash to the jacket.
- Hang your pants and jacket on separate hangers.
- Put your gauntlets in the bottom of your bag.
- Put the dry cleaning receipt in the bottom of your bag or leave it stapled to the plastic.
- If you don't have a garment bag, keep your uniform in the plastic
- Label your bag with your name.
- Label your hat box with your name.
- Make sure there is nothing in your hat box except the correct hat.
- Place your uniform in the designated place in the uniform room.

**Your name must be on your uniform and hat box
in order to be checked in!**

**Uniforms stored in the uniform room are not
checked in. To check in your uniform you must
follow the above steps!**

**Holdings will be placed on the records of students
who do not check in their uniform!**