**CFISD LSA Check Requirements**

Students are required to complete several things before their checks will issued by the District. The following are the things that must be done prior to checks being released:

\*\*Please note, checks will not be released until their buyers have paid for the animals. There are times that students have completed their requirements but we are still waiting for buyers to pay.\*\*

\*\*Also note that once students meet their requirements it can take several weeks for the checks to be written\*\*

Requirements to receive checks:

* Completed AND printed record book (must meet ALL district requirements)
* Hand written thank you note (this must either be turned in to the Ag Teachers or you MUST have a note from your buyer that you hand delivered it – must have a thank you note for all add-ons as well)
* Delivery form for Premium (Live) Auction Picture (this is only if you make live auction)
* Delivery form for animal delivery (this is only for rabbits and poultry)
* Checklist completed and turned in (see next page)