**Sterile Processing – ACADEMIC FILE CHECKLIST**

**Student Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program Start Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Student ID#** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Completed By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (All FORMS / EACH PAGE MUST BE SIGNED, INITIALED, AND DATED)

* Transcripts
* Grades from Canvas
* Graduation Date- (on EA) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Lab Competencies
* Immunizations Records – (site req will vary
* Titer Report
* Measles
* Mumps
* Rubella
* Hep B
* Varicella
* TDAP
* TB
* FLU
* COVID
* Externship Documents – (will vary by site)
* BLS (Red Cross or AHA)
* Drug Test/Background – (if req. by site)
* Extern Time Sheet
* Extern Eval (could be one per rotation or one a week depending on site)
* Final (now on Canvas)
* EOC Survey- (Last day of class)
* Grad Survey – (When come pick up Diploma)
* Employment Survey (if applicable)
* If Employed need Placement Attestation
* Entered on Spreadsheet