**Surgical Technology – 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
* Grades from Cengage (if applicable)
* Graduation Date (on EA) \_\_\_\_\_\_\_\_\_\_\_\_
* BLS (can copy from SPD)
* Immunizations -will vary
* Titer Report
* Measles
* Mumps
* Rubella
* Hep B
* Varicella
* TDAP
* TB
* FLU
* COVID
* Externship paperwork- will vary
* Drug Test/Background if needed per site
* Student Success Plan (SSP)
* Case Reports - *(1 per wk for extern & biweekly ST111 & ST222)*
* Extern Time Sheet - *(one per week)*
* Case Logs - *(one per week)*
* Extern Eval - *(one per week)*
* Weekly Pop Quizzes
* Lab Midterms
* Weekly Lab Evals
* Lab Final
* CST Prep (if applicable)
* End of Course Survey
* Graduate Survey
* Employment Survey (if applicable)
* If Employed need Placement Attestation
* Entered on Spreadsheet