

## 2018-2019 Senior and Parent Graduation Information Memo

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### IMPORTANT dates to remember:

**August 28th:** Senior Parent Night, Main cafeteria, 6pm

You will be able to pay Senior Dues to Senior Sponsors, and purchase Cap/Gown bundle from Balfour

**September 17-21:** Makeup for Senior formals - students responsible for \$30 sitting fees, sign up outside RD 1001

**October 9th - 12th:** Homecoming Week

**October 30<sup>th</sup> (Tuesday):** Order Caps and Gowns from Balfour representative in cafeteria during lunches.

Cost varies with order. Balfour contact: 770-252-1515/andy.mashburn@att.net

\*Cap, gown, stole, tassel, diploma cover: \$57

\*If borrowing cap and gown (4 years or newer): stole, tassel, diploma cover: \$32

**November 16th (Friday):** Senior formal and casual pictures are due no later than 4:00 pm. These should be turned into Mrs. Hart-Garcia in RD1001. Contact: echs.yearbook@cowetaschools.net

**November 16th (Friday):** Order announcements and Cap and Gowns in the main cafeteria. Cost varies with order.

**December 13th (Thursday):** Order caps and gowns from Balfour representative in cafeteria during lunches.

**December 14th (Friday):** All Senior Ads due by 4:00 pm to Hart-Garcia RD1001.

**January 24th (Thursday):** Order Caps and Gowns from Balfour representative in cafeteria during lunches.

**February 13th (Wednesday):** Order Caps and Gowns from rep in cafeteria during lunches. (Last day before late fees)

**March 21st (Thursday):** Announcements will be distributed during lunch in the cafeteria.

**April 15th (Monday): Cording Ceremony for 2019 Honor Graduates.** 6:30 at the Centre for Performing and Visual Arts. This is when Honor Graduates will receive their Honor Cords. Honor Graduates will be announced by mid- March.

**Tuesday April 16<sup>st</sup>:** Cap and Gown Assembly/caps&gown picture. (Begins at 9am)

Caps and gowns will be distributed. If borrowing a cap/gown, bring it to school that day in order to be in the picture. **(To avoid wrinkles, keep the gown and stole on a hanger.)** When the announcement is made, students will report to the gym. Caps and gowns will be worn for the picture that will appear in *The Times Herald*. Main Gym. Payment for group picture is due on Tuesday at time of picture.

**April 27th: PROM**

**Scholarships & Awards Night:** Academic and Merit-Based Scholarships and Awards will be announced. Students being recognized will be notified prior to the event. **Date and time to be determined.**

**Senior Dues are \$40** through December 19. They go up to \$50 from January 4 - March 29. Go up to \$60 after spring break. **Senior dues must have been paid (by May 3rd) in order to attend the picnic.**

**May 16th: Senior Walks** at Elementary Schools-TBA

**Senior Checkout Sheets:** Pick up from guidance office or front office beginning Friday, May 17th. Will also be emailed to student email accounts. The checkout sheet should be turned in on first day of graduation practice. Someone will remove you from practice if money is owed, books have not been returned, etc.

**Remember to clear all debts before Monday morning, May 20th.**

**Baccalaureate - Sunday May 19th, Crossroads Church on Highway 16, 3pm.**

**May 23 and 24<sup>th</sup>:**

- **May 23<sup>th</sup> : Practice #1: Staggered report time will be posted. Will start at 9:00am. Roll will be taken. Seniors who do not attend these practices will be removed from the graduation line-up.** It is very important that you are prompt. Information about where you will be seated and the processional formation will be rehearsed. **When you are told practice is over, safely leave the campus. Do not remain on campus after practice is over.** Remember that improper behavior from any senior means immediate removal from the campus, and you will not participate in graduation on Saturday.
- **May 24<sup>th</sup> : Final practice 9:00 am. Senior Picnic will follow practice.**
- **Rain Tickets:** The rain tickets per graduate will be given out at practice. If it should rain, any person wishing to attend graduation must have a ticket. If someone is going to be late, write that person's name on a rain ticket and leave it with the official at the door. If you do not attend practices, you will not receive rain tickets.

**May 25th: Breakfast and Graduation Ceremony**

**Breakfast: The breakfast is for seniors, faculty/staff, and board members only.** Meet in the cafeteria at 7:15 a.m. on Saturday morning, May 25th, for breakfast and final lineup. This will be a good time to tell everyone goodbye. From there you will get into your caps, gowns, and stoles and line up for the graduation ceremony (specific details will be given during practice).

**\*\*Graduation Attire:** Males should wear dark dress trousers (no jeans, no shorts), dress shirt, and dress shoes (dark if possible). Females should wear lightweight, Sunday-like dresses and dress shoes. If possible, the dress shoes should be black or dark-colored. Low heels are recommended. Caps and gowns plus the stole are worn for graduation. Tassels should be on the right side of the cap. Do not chew gum.

**Pictures: With exceptions for disabled persons, parents and guests will not be permitted on the track or field during graduation to take pictures and/or to observe the ceremony.** A professional photograph will be taken of you receiving your diploma. Information about purchasing this photograph will be mailed to you by the photographer.

**Diploma Pick-up:** Diploma covers will be issued at the graduation ceremony. The actual diploma will be issued in the cafeteria after the ceremony. Graduates must have cleared all obligations to receive their diplomas. **If the check-out sheet has not been signed by the proper people and turned in on time, the student will not receive his/her diploma.**

**SUMMARY OF SENIOR MONEY DUE:**

Senior Dues: \$40 To Bowles, Byrnes, Tinsley keep receipt!!	Cap and Gown: \$57 To Balfour-see dates above	Announcements: varies per student To Balfour- see dates above	Yearbook Pics/Ads/Etc To Hart-Garcia - see dates above; cost varies
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**If you need help with anything discussed above, please see:**

**Mrs. Pater (BY321)**

**Mrs. Byrnes (Room BY303)**

**Mrs. Bowles (Room SA922)**

**Mrs. Williams (Counseling)**