

To: Cooper High School Senior Parents
From: Mr. Erick D.Norby
Date: May 11th, 2017
Re: Graduation Preparation Schedule

The last few weeks of high school are a mixture of fun events and important activities that must be taken care of to ensure smooth sailing on commencement night. Please refer to this memo regularly to make sure you are on top of things during these important days leading up to YOUR BIG NIGHT!!

IMPORTANT DATES

- May 10 -Wednesday
 - Student reminder to confirm that all grade incompletes and fines are resolved. This includes athletics, media, food service & bookkeeping
- May 11 - Thursday
 - Commencement speaker audition applications are due in the Main Office
- May 18 - Thursday
 - Auditions for senior commencement speaker in Main Office
- May 22 - Monday
 - Awards Night
- May 25 - Thursday
 - Distribute Yearbooks – Must show photo I.D.
- May 31 - Wednesday
 - **Advisory teachers discuss graduation procession map and ready room information**
- May 31 - Wednesday
 - Caps/gowns distributed (10:00-12:30) in the main foyer to seniors cleared of obligations and graduation requirements. Must show photo I.D.
- June 1 - Thursday
 - Caps/gowns distributed (10:00-12:30) in the main foyer to seniors cleared of obligations and graduation requirements. Must show photo I.D. **Final exams for seniors.**
- June 2 - Friday
 - Caps/gowns distributed (10:00-12:30) in the main foyer to seniors cleared of obligations and graduation requirements. Must show photo I.D. **Final exams for seniors.**
- June 2 - Friday
 - **All ABC Lab work must be in by 2:15 p.m.**
- June 2 - Friday
 - ***Last day for seniors. After this date, June 2, seniors are treated as visitors***
- June 6 - Tuesday
 - All credits earned at CHS and other institutions, and fines must all be cleared by 3:30 p.m. NO EXCEPTIONS. Commencement participation is contingent upon “cleared status”
- June 9 - Friday
 - **Commencement Rehearsal 7:30 a.m. Mandatory attendance to participate**
 - **Seniors receive 6 commencement tickets at commencement rehearsal**
 - Graduates to be in ready rooms at 5:15 p.m.
 - **Commencement 6:00 p.m.**
 - Senior Party following commencement

IMPORTANT INFORMATION ON BACK SIDE

PLEASE READ FREQUENTLY ASKED QUESTIONS REGARDING COMMENCEMENT

IMPORTANT INFORMATION – FREQUENTLY ASKED QUESTIONS

What is the deadline for completing course work and submitting credits from other institutions that are required for graduation? ALL Cooper High School course work and credits earned while attending other schools must be submitted to guidance counselors no later than 3:30 p.m. on June 6 to ensure participation in commencement exercises.

Is it true that students are eligible to participate in the graduation ceremony even if they are short one credit? Yes, students may participate in commencement if they are short one credit (one semester class) provided a credit completion plan has been established and is on record in the guidance office.

When must all fines be cleared? All fines must be cleared before you can pick up a cap and gown. Even if a parent wants to pick up the cap/gown, the fines must be cleared first. All fines must be cleared no later than 3:30 p.m. on June 6 – no exceptions.

***When will caps and gowns be ready for distribution?** Caps and gowns will be distributed during lunch hour May 31 – June 2, (Wednesday – Friday) in the main foyer from 10:00 a.m. – 12:30 p.m. Students picking up caps and gowns after June 2 should do so before 7:30 a.m. at the front entrance security window. You must show photo ID.

***Students may wear a previously purchased NAVY BLUE gown, but a tassel/stole/hat package will need to be purchased.**

***If you did NOT order a cap/gown, bring \$49.00 in cash or check made out to Jostens for \$49.00.**

Do family members need tickets to attend commencement? Tickets are not required for stadium seating if the ceremony is outside. However, each senior will receive SIX TICKETS during the commencement rehearsal. These tickets will be used to gain admittance to an indoor ceremony in the event of inclement weather. Regretfully, no additional tickets are available beyond the six tickets per student.

Are students required to attend commencement rehearsal? Rehearsal is **MANDATORY** for all students participating in the graduation ceremony. Rehearsal is scheduled at **7:30 a.m. on Friday, June 9th**. Many students find rehearsal to be a festive and fun experience.

Where do seniors sit during the commencement ceremony? All students sit with their Advisory.

What time should students report to school on graduation night? Seniors must be in the ready rooms by 5:15 p.m. Signs will be posted for you to find your ready room. Commencement begins promptly at 6:00 p.m.

Is participation in the graduation ceremony required? Although students are encouraged to participate in commencement, they are not required to do so. Diplomas may be picked up on Monday, June 12 between 7:00 a.m. – 1:00 p.m. Please see Ms. Westgaard in the Main Office.

Am I eligible for a refund if I do not wish to keep my gown, cap and/or tassel? You may obtain a refund for your gown, cap and/or tassel provided you turn in the item(s) immediately following the graduation ceremony. Refunds may be collected from the bookkeeper June 12 -16 from 8:00 a.m. – 1:00 p.m. **Photo ID is required to pick up the refund.**

Can I attend the all night senior party if I am not participating in the graduation ceremony? All seniors can attend the All Night Party, even if they do not attend CHS at the time or they do not graduate with their class.

If interested, contact Chssenioparty@yahoo.com