

Dear Seniors of 2012,

Welcome and congratulations! You are just a few steps from the final stages of your high school education. This next year is going to be busy for all of you, so I have tried to organize several required steps.

Included with this letter are all the documents you will need to get through to the Graduation Ceremony including a short explanation and deadlines for those documents, and some plans for the upcoming year. As always, if you have any questions, concerns or comments contact me at the office.

The first item is the *Intent to Graduate* form. This form is due in my hands (or office box) in the office by **September 15, 2011**.

Part of the graduation process is meeting with a committee that will oversee your goals and progress for the year. You should establish this committee in the very beginning of the year so that it can help you determine how the graduation requirements (in the handbook) are going to be met. The first meeting of the committee needs to happen by **November 22nd, 2011**. This is **ALSO** the deadline for your written graduation plan, which will give you time to implement your plan throughout the rest of the year. I personally hope that you don't wait this long for the first meeting or the plan.

The next item is the *Graduation Ceremony Participation* form. This form and the order form for your cap and gown are due in the office by **February 2nd, 2012**. **This is also the date for our required Question and Answer Night at 7:00 p.m.** All seniors *must* have this form and the order form for cap and gown by this deadline in order to participate in the Surface Creek VISION Graduation Ceremony. You may bring it to the Q & A Mtg.

You may also turn in a senior photo at this time for a graduation page in the local paper, regardless of whether you plan to participate in the ceremony. Submitting a photo is not a requirement. **Each Graduate must attend the Q&A night Monday, February 2 from 7-8:30 p.m.**

Each graduate must make a public presentation, and we strongly urge you to plan to participate with the entire group on the Vision Graduate Presentation Night, April 26th 2012. We will hold a rehearsal one week earlier on April 19th.

Finally, we have made it to **May 1st 2012**, the deadline for all Graduation requirements. The *Graduation Checklist*, which is just that, is **due** at this time. Your RC should have initialed all the items on the checklist and *every* Graduation Committee member should have signed the bottom to show that they feel the requirements were met to their satisfaction. Please make sure this is done before or on the deadline to ensure participation in the ceremony, which will be held on **May 17th 2012** from 6-8 pm.

For now that covers all of the graduation details☺. Please pay close attention to the deadlines and feel free to contact me at our office with any questions. I look forward to watching the progress you will make in achieving your graduation goals this year!

Sincerely,

Don Pyle