



**WHS GRADUATION 2017**  
**“Everything You Need To Know About Graduation” Timeline**

February 9 & 10 <sup>th</sup>	<b>Graduation Ceremony Student Auditions</b> Seniors interested in participating in the commencement ceremony can audition for the National Anthem, Spanish Welcome, a Speech or Performance. Audition forms must be submitted by <b>Friday, February 3<sup>rd</sup></b> to <i>Carrie Carstensen, Main Office, A201.</i>
February - May 26 <sup>th</sup>	<b>Boosters Fundraiser - Graduation Leis</b> Leis are \$20.00 Order Forms are available at <a href="http://www.windsorhhs.com">www.windsorhhs.com</a> and in the WHS Front Office. For more information, contact <a href="mailto:skahn254@comcast.net">skahn254@comcast.net</a> .
Auction May 13 <sup>th</sup>	<b>Boosters Fundraiser – Graduation Reserved Seating &amp; Parking</b> Bid at Auction on Reserved Graduation Seats - 3 sets available for bid (Reserved seats are located in Rows I-3) Each set includes: 12 Reserved Seats & 1 Reserved Parking <b>Murder Mystery Dinner Theater &amp; Auction</b> Saturday, 5/13 For more information: <a href="http://www.windsorhighboosters@weebly.com">www.windsorhighboosters@weebly.com</a>
By May 12 <sup>th</sup>	<b>School/Athletic FINES</b> All school/athletic fines must be paid to receive graduation tickets & diploma. (see <i>Cynthia Straub, Main Office, A208</i> )
By May 12 <sup>th</sup>	<b>OVERDUE Textbook/Library FINES</b> All textbooks/library books must be returned, <b>AND</b> library fines paid to receive graduation tickets & diploma. (see <i>Kristy Buren, Library</i> )
May 17 <sup>th</sup> 12:15 pm – 12:45 pm Small Gym	<b>Caps &amp; Gown Distribution - Jostens</b> Jostens will be here distributing ordered items. The graduate must pick up her/his own Cap & Gown.
By May 26 <sup>th</sup>	<b>Transcripts</b> If you need Transcripts, complete Transcript Request form. (see <i>Sheila Womack, Registrar, B210</i> )
May 19 <sup>th</sup> 11:35 am – 12:15 pm Sr. Steps/Quad Area	<b>Senior Lunch – Pasta King (<i>Wristband required</i>)</b> *Wristbands distributed in Quad area on 5/17 @ 12:15~12:45 PM and 5/18 @ 9:35-9:50 AM*
May 31 <sup>*</sup> 12:30 pm – 1:30 pm Quad	<b>Graduation Seat Tickets</b> Graduates receive 6 seat tickets each. They must pick up their own tickets by <b>Friday, June 2<sup>nd</sup> at 12:30 pm.</b> <b>Tickets not picked up will be distributed with the extra tickets on Friday, June 2<sup>nd</sup> at 1:00 pm.</b> <b>** Standing room is available for additional guests **</b>  <b>ADA Seating</b> ADA Reserved Seating area is available for handicap guests. If needed, 1 caretaker can accompany handicap guest. <i>Contact Carrie Carstensen 837-7767 x2202</i>
June 2 <sup>nd</sup> 1:00 pm	<b>Extra Graduation Seat Tickets</b> If extra Graduation tickets are available, they will be given out in sets of 2. (1 set/grad) Line will form outside the Main Office.
Saturday, June 3 <sup>rd</sup>	<b>GRADUATION DAY</b>
	<b><u>Important items NOT allowed at graduation</u></b> Guests arriving before 3:00 pm Lawn chairs or your own seating Ice chests/Coolers Airhorns & Noisemakers Blankets laid out by the barriers or stage area Balloons in Ticketed Seating areas Standing in walkways/blocking view of seated guests Dogs
10:00 am – 11:30 am Stage area	<b>Graduation Rehearsal</b> Please wear the shoes you will wear for graduation. <b>Graduate must be present at rehearsal to participate in the graduation ceremony.</b>

<p>3:00 pm – 5:00 pm</p>	<p style="text-align: center;"><b>Guest Arrival</b>  <b>Guests may <u>NOT</u> arrive prior to 3:00 p.m.</b>          (Guests will not be seated without tickets)  <b>Parking</b>          Guests will be directed to the North and South parking lots. Please carpool as parking is very limited.</p>
<p>4:20 pm          Large Gym          (Graduates only)</p>	<p style="text-align: center;"><b>Graduate Arrival</b>          Graduates arrive wearing Cap and Gown. Check in with your Staff Reader upon arrival.  <b>**Only Graduates are allowed in the gym**</b>          Please have relatives and friends hold gifts (flowers, balloons) until after the ceremony.</p>
<p>5:00 pm – 7:00 pm</p> 	<p style="text-align: center;"><b>Graduation Ceremony</b>  <i>Lifetouch</i> will take pictures of all graduates receiving their diploma. Please allow a week for pictures to be posted online. To purchase pictures visit: <a href="http://www.Lifetouch.com">www.Lifetouch.com</a>.  <b>** Diplomas **</b>          After the Graduation Ceremony, please go to the <b>Gym</b> to <b>pick up your Diploma</b>          Diplomas not picked up will be kept in the Registrar's Office B210.</p>
<p>9:30 pm–11:00 pm (Check-In)          to 5:00 am, June 4<sup>th</sup></p>	<p style="text-align: center;"><b>Project Graduation</b>          I.D. Required - Bring a jacket or sweater and wear comfortable clothes with pockets (for tickets.)          Please visit <a href="http://www.windsorhighprojectgrad.org">www.windsorhighprojectgrad.org</a> for more information or to volunteer.</p>
<p style="text-align: center;"><i>After Graduation you will be an Alumni of Windsor High School.          We are proud to recognize you and the achievements you have made over the past four years.          Congratulations!</i></p>	