

\*\*\*DO NOT PRINT\*\*\*

**DATES/TIMES SUBJECT TO CHANGE THROUGHOUT THE YEAR  
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## WHS 2018- 2019 Senior Timeline

	<p align="center"><b>Name on Diplomas Form</b> Graduation name request forms will be distributed &amp; returned to the Core teachers. Contact Barbara Morgan, Registrar's Office (B210) with questions.</p>
September 24 <sup>th</sup> (12:15-1:15pm) September 25 <sup>th</sup> (10:00-11:00am) Theater	<p align="center"><b>Senior in Good Standing Meetings</b> <b>Jostens ~ Graduation Order Forms &amp; Information Distribution</b> Students will attend during the assigned date/time of the Core class</p>
Opens October 1 <sup>st</sup> - Deadline March 2 <sup>nd</sup>	<p align="center"><b>FAFSA</b> (Free Application for Federal Student Aid) &amp; <b>CADAA</b> (California Dream Act) <b>SRJC Doyle Scholarship Application</b></p>
October 5 <sup>th</sup> & November 2 <sup>nd</sup>	<p align="center"><b>SAT College Entrance Exams</b> Exam Date: November 3<sup>rd</sup> » Registration Deadline: October 5<sup>th</sup> Exam Date: December 1<sup>st</sup> » Registration Deadline: November 2<sup>nd</sup></p>
October 14 <sup>th</sup> & November 2 <sup>nd</sup>	<p align="center"><b>ACT College Entrance Exams</b> Exam Date: October 27<sup>th</sup> » LATE Registration Deadline: October 14<sup>th</sup> Exam Date: December 8<sup>th</sup> » Registration Deadline: November 2<sup>nd</sup></p>
October 10 <sup>th</sup>	<p align="center"><b>Graduation Cap, Gown &amp; Tassel <u>OPTION</u> Form</b> Option Forms will be distributed and returned to the Core teacher by 10/10/18. Questions? Contact Carrie Carstensen, Admin Office, 2<sup>nd</sup> Fl (A202), <a href="mailto:CCarstensen@wusd.org">CCarstensen@wusd.org</a>,</p>
October 2 <sup>nd</sup> (11:30-2:00pm) Quad area	<p align="center"><b>Jostens</b> Jostens will be on campus to collect orders and answer questions.</p>
TBD	<p align="center"><b>Senior Panoramic Photo</b></p>
Begins December 7 <sup>th</sup>	<p align="center"><b>SRJC Spring (Con-current) Class Enrollment</b> <a href="http://www.Santarosa.edu">www.Santarosa.edu</a></p>
December 10 <sup>th</sup>	<p align="center"><b>Graduation Orders due to Jostens</b> Graduation orders due to Jostens by December 10<sup>th</sup>. Orders can be mailed or on-line at Jostens.com (after Dec. 10<sup>th</sup> <a href="http://Northcoastgrad.com">Northcoastgrad.com</a>).</p>
TBD	<p align="center"><b>Student Auditions - Graduation Ceremony</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 1<sup>st</sup></b> to Carrie Carstensen, upstairs Main Office A201.</p>
February - May 25 <sup>th</sup>	<p align="center"><b>Boosters Fundraiser - Graduation Leis</b> Leis are \$20.00 Order Forms are available at <a href="http://www.windsorhs.com">www.windsorhs.com</a> and in the WHS Front Office. For more information, contact WHS Boosters.</p>
TBD 12:15 pm – 12:45 pm Near Main Office	<p align="center"><b>Graduation Announcement Order Distribution - Jostens</b> Jostens will be here distributing Graduation Announcement orders.</p>
May - TBD Auction	<p align="center"><b>Boosters Fundraiser – Graduation Reserved Seating &amp; Parking</b> Bid at Auction on Reserved Graduation Seats - 3 sets (Reserved seats are located in Rows I-3) <b>Murder Mystery Dinner Theater &amp; Auction</b> Saturday, May For more information: <a href="mailto:www.windsorhighboosters@weebly.com">www.windsorhighboosters@weebly.com</a></p>
By May 1 <sup>st</sup>	<p align="center"><b>School/Athletic FINES</b> All <u>school/athletic fines</u> must be paid to receive graduation tickets &amp; diploma. (see Cynthia Straub, Admin Office, 2<sup>nd</sup> Fl, A208)</p>
By May 1 <sup>st</sup>	<p align="center"><b>OVERDUE Textbook/Library FINES</b> All <u>textbooks/library books</u> must be returned, <u>AND library fines paid</u> to receive graduation tickets &amp; diploma. (see Kristy Buren, Library)</p>

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Begins April	SRJC Summer & Fall Class Enrollment www.Santarosa.edu
April 10 <sup>th</sup> 5:00 pm – 8:30 pm	Senior Project Night
April 25 <sup>th</sup> 6:30 pm – 7:30 pm	Senior Awards Night
By May 1 <sup>st</sup>	<p><b>ADA Seating</b></p> <p>ADA Reserved Seating is available for handicap guests with <u>wheelchairs or walkers</u>. If needed, I caretaker can accompany ADA guest. Email request with name of ADA guest, if they use a wheelchair or walker and graduate name to: <a href="mailto:ccarstensen@wusd.org">ccarstensen@wusd.org</a></p> <p>ADA Seating is located on the left side of the Guest Seating (facing the stage), not with the Graduates Guest Seat Tickets.</p>
By May 1 <sup>st</sup>	<p><b>Sign Language Interpreting</b></p> <p>If your guest is deaf or hard of hearing, Sign Language Interpreting is available. Email request with name of guest and graduate name to: <a href="mailto:ccarstensen@wusd.org">ccarstensen@wusd.org</a></p>
May 13-17 <sup>th</sup>	Senior Week
May 14 <sup>th</sup> 12:15 pm – 12:45 pm Small Gym	<p><b>Caps &amp; Gown Distribution – Jostens (Photo ID Required)</b></p> <p>Jostens will be here distributing ordered items. The graduate must pick up her/his own Cap &amp; Gown.</p>
May 17 <sup>th</sup> 11:35 am – 12:15 pm Sr. Steps/Quad Area	<p><b>Senior Lunch – Pasta King</b></p> <p><i>(Wristband required)</i> Wristbands distributed by Leadership.</p>
By May 18 <sup>th</sup>	<p><b>Transcripts</b></p> <p>Complete a Transcript Request form. <i>(Forms available online &amp; Registrar’s Office B210)</i></p>
TBD 10:00 am – 10:20 am 12:15 pm – 12:45 pm Theater Ticket Booth	<p><b>Guest Seat Tickets (Photo ID Required)</b></p> <p>Guest Seat Tickets are computer randomized &amp; assigned to the Graduates. Each Graduate receives 6 (consecutive) seat tickets. There is no charge for Graduation Seat Tickets. <i>Standing room is available for additional guests.</i></p>
	<p><b>Extra Graduation Seating</b></p> <p>Extra Graduation seating will be available in the designated back rows on a first come basis. <i>Standing room is available for additional guests.</i></p>
Saturday, June 1 <sup>st</sup>	GRADUATION DAY
	<p><b><u>Important items NOT allowed at graduation</u></b></p> <p>Guests arriving before 3:00 pm</p> <p>Lawn chairs or your own seating</p> <p>Ice chests/Coolers</p> <p>Confetti Cannons, Whistles, Airhorns &amp; Noisemakers</p> <p>Blankets laid out by the barriers or stage area</p> <p>Balloons in Ticketed Seating areas</p> <p>Standing in walkways/blocking view of seated guests</p> <p>Dogs</p>
10:00 am – 11:30 am Stage area	<p><b>Graduation Rehearsal (Mandatory)</b></p> <p>Graduate must be present at rehearsal to participate in the graduation ceremony.</p>

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3:00 pm – 5:00 pm	<p style="text-align: center;"><b>Guest Arrival</b> Guests may <u>NOT</u> arrive prior to 3:00 p.m. Graduation Seat Tickets are required. <b>Parking</b> Guests will be directed to the North and South parking lots. Please carpool, as parking is very limited. Reserved and ADA Reserved Parking is located in the North Lot.</p>
4:00 pm Large Gym (Staff & Graduates only)	<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>
5:00 pm – 7:00 pm 	<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> Diplomas will be available for pickup beginning 6/3/19 in the Registrar's Office B210.</p>
9:30 pm–11:00 pm (Check-In) to 5:00 am, June 2 <sup>nd</sup>	<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>	

Updated 10/3/18