



**WHS 2017- 2018
Senior Timeline**

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| November 6 (12:30-1:30pm) November 7 (12:30-1:30pm) Theater | Seniors In Good Standing Meeting Requirements to walk at Graduation. Jostens will be distributing Graduation materials packet. |
| November 16 th Quad area | Jostens Jostens will be on campus to collect orders and answer questions. |
| November 17 th | Graduation Cap, Gown & Tassel <u>Option</u> Form Due Return Pink Option Form by November 17 th to Carrie Carstensen, Main Office (A202) |
| December 15 th | Graduation <u>Orders</u> due to Jostens Graduation orders due to Jostens by December 15 th . Orders can be mailed or placed on-line at Northcoastgrad.com. |
| By December 15 th | Name on Diplomas Graduation name request form due to Barbara Morgan, Registrar's Office B210. |
| February 8 & 13 th | Student Auditions - Graduation Ceremony 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 Friday, February 2nd to Carrie Carstensen, upstairs Main Office A201. |
| February - May 25 th | Boosters Fundraiser - Graduation Leis Leis are \$20.00 Order Forms are available at www.windsorhs.com and in the WHS Front Office. For more information, contact skahn254@comcast.net . |
| March 23 rd 12:15 pm – 12:45 pm Near Main Office | Graduation Announcement Order Distribution - Jostens Jostens will be here distributing Graduation Announcement orders. |
| May - TBD Auction | Boosters Fundraiser – Graduation Reserved Seating & Parking Bid at Auction on Reserved Graduation Seats - 3 sets available for bid (Reserved seats are located in Rows I-3) Each set includes: 10 Reserved Seats & 1 Reserved Parking Murder Mystery Dinner Theater & Auction Saturday, May For more information: www.windsorhighboosters@weebly.com |
| By May 11 th | School/Athletic FINES All school/athletic fines must be paid to receive graduation tickets & diploma. (see Cynthia Straub, Main Office A208) |
| By May 11 th | OVERDUE Textbook/Library FINES All textbooks/library books must be returned, AND library fines paid to receive graduation tickets & diploma. (see Kristy Buren, Library) |
| April 18 th 5:00 pm – 8:30 pm | Senior Project Night |
| April 26 th 6:30 pm – 7:30 pm | Senior Awards Night |
| May 14-18 th | Senior Week |
| May 16 th 12:15 pm – 12:45 pm Small Gym | Caps & Gown Distribution - Jostens Jostens will be here distributing ordered items. The graduate must pick up her/his own Cap & Gown. |
| May 14-18 th 11:40-12:10 pm Sr. Steps/Quad Area | Wristband Distribution – Senior Lunch Wristbands distributed in Quad area dates TBD @ 12:15~12:45 PM and @ 9:35-9:50 AM* |
| May 18 th 11:35 am – 12:15 pm Sr. Steps/Quad Area | Senior Lunch – Pasta King (<i>Wristband required</i>) |

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| By May 25 th | Transcripts Complete a Transcript Request form. <i>(Forms available online & Registrar's Office B210)</i> |
| Request by May 25 th | ADA Seating / Sign Language Interpreting ADA Reserved Seating is available for handicap guests with <u>wheelchairs or walkers</u> . If needed, 1 caretaker can accompany ADA guest. If your guest is deaf or hard of hearing, Sign Language Interpreting is available. <i>Email: ccarstensen@wusd.org</i> |
| May 29 th -May 30 th 10:00 am – 10:30 am 12:15 pm – 12:45 pm Theater Ticket Booth May 31 st 8:00 am-12:30 Admin Office A20I | Graduation Seat Tickets - Free Graduates receive 6 seat tickets each. Only the graduate or parent may pick up seat tickets. ** Standing room is available for additional guests ** Tickets not picked up by 5/31/18 at 12:30 pm will be distributed with the extra tickets on Thursday, May 31st at 1:00 pm. |
| May 31 st 1:00 pm Theater Ticket Booth | Extra Graduation Seat Tickets Extra Graduation tickets will be given out in sets of 2. (1 set/grad) ** Standing room is available for additional guests ** |
| Saturday, June 2 nd | GRADUATION DAY |
|  | <u>Important items NOT allowed at graduation</u> Guests arriving before 3:00 pm Lawn chairs or your own seating Ice chests/Coolers Confetti Cannons, Whistles, 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 | Graduation Rehearsal (Mandatory) Please wear the shoes you will wear for graduation. Graduate must be present at rehearsal to participate in the graduation ceremony. |
| 3:00 pm – 5:00 pm | Guest Arrival Guests may NOT arrive prior to 3:00 p.m. (Guests will not be seated without tickets) Parking Guests will be directed to the North and South parking lots. Please carpool as parking is very limited. |
| 4:15 pm Large Gym (Staff & Graduates only) | Graduate Arrival Graduates arrive wearing Cap and Gown. Check in with your Staff Reader upon arrival. **Only Graduates are allowed in the gym** Please have relatives and friends hold gifts (flowers, balloons) until after the ceremony. |
| 5:00 pm – 7:00 pm  | Graduation Ceremony <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: www.Lifetouch.com . ** Diplomas ** After the Graduation Ceremony, please go to the Gym to pick up your Diploma Diplomas not picked up will be kept in the Registrar's Office B210. |
| 9:30 pm–11:00 pm (Check-In) to 5:00 am, June 3 rd | Project Graduation I.D. Required - Bring a jacket or sweater and wear comfortable clothes with pockets (for tickets.) Please visit www.windsorhighprojectgrad.org for more information or to volunteer. |
| 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! | |