



**WHS 2017- 2018
Senior Timeline**

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>)

<p>By May 25th</p>	<p align="center">Transcripts Complete a Transcript Request form. <i>(Forms available online & Registrar's Office B210)</i></p>
<p>May 29th-May 31st 10:00 am – 10:30 am 12:15 pm – 12:45 pm Theater Ticket Booth</p>	<p align="center">Graduation Seat Tickets Graduates receive 6 seat tickets each. They must pick up their tickets by Thursday, May 31st by 12:30 pm. Tickets not picked up by 5/31/18 at 12:30pm will be distributed with the extra tickets on Thursday, May 31st at 1:00 pm. <i>**There is no charge for Grad Seat Tickets - Standing room is available for additional guests**</i></p> <p align="center">ADA Seating / Sign Language Interpreting ADA Reserved Seating is available for handicap guests with wheelchairs or walkers. 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></p>
<p>May 31st 1:00 pm Theater Ticket Booth</p>	<p align="center">Extra Graduation Seat Tickets Extra Graduation tickets will be given out in sets of 2. (1 set/grad)</p>
<p>Saturday, June 2nd</p>	<p align="center">GRADUATION DAY</p>
	<p align="center"><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</p>
<p>10:00 am – 11:30 am Stage area</p>	<p align="center">Graduation Rehearsal (Mandatory) Please wear the shoes you will wear for graduation. Graduate must be present at rehearsal to participate in the graduation ceremony.</p>
<p>3:00 pm – 5:00 pm</p>	<p align="center">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.</p>
<p>4:15 pm Large Gym (Staff & Graduates only)</p>	<p align="center">Graduate Arrival Graduates arrive wearing Cap and Gown. Check in with your Staff Reader upon arrival. <i>**Only Graduates are allowed in the gym**</i> Please have relatives and friends hold gifts (flowers, balloons) until after the ceremony.</p>
<p>5:00 pm – 7:00 pm</p> 	<p align="center">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. <i>** Diplomas **</i> 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.</p>
<p>9:30 pm–11:00 pm (Check-In) to 5:00 am, June 3rd</p>	<p align="center">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.</p>
<p 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>	