



SUMMIT LEARNING CHARTER GRADUATION CEREMONY

TUESDAY, JUNE 13TH, 2017 @ 6:30 PM

ROLLING HILLS CHURCH, 3550 SW BORLAND RD., TUALATIN, OR 97062

Please respond to Lyn Woodruff at woodruff@summitlc.org with the following information by the dates noted:

- Your **legal name** as it should appear on the diploma/program – **January 6, 2017**
- Confirmation that you have ordered your cap/gown/tassel through Jostens for those participating in the graduation ceremony - **March 1, 2017**
- Students are responsible for ordering and paying for their own cap/gown/tassel (see detail below*).

MORE IMPORTANT DETAILS TO KNOW:

1. FINAL REMINDERS FOR SUMMIT LEARNING CHARTER STUDENTS:

- *Deadline for completion of all Virtual Academy course work for graduating seniors is **Friday, June 2nd.***
- *Check with your teacher/advisor **NOW** regarding any final details that you may need to take care of to ensure you are on track for graduation.*

2. CAP AND GOWN:

The FINAL deadline for ordering your cap and gown at the current pricing is **MARCH 17th!**

- Cost is \$35.50 (this includes shipping to our Eagle Creek office). The order form is posted on our Graduation tab and payment must be made directly through Jostens with this form (not our office).

**Jostens will send the cap, gown and tassel sets directly to the school office – we will notify you when yours is in. You may pick them up at the school office between the hours of 8:00a.m. and 3:00p.m.*

If you are interested in ordering other items through Jostens, such as announcements, class rings, etc., you are welcome to do so at your own expense on the Jostens website.

- Graduates may decorate their caps for the graduation ceremony. Mr. Gallagher, Principal, will be checking each one to make sure that they are appropriate – if your decorations are not appropriate, you will not be permitted to continue to participate in our ceremony.

3. SENIOR VIDEO:

- A **senior video** will be made to show at our graduation ceremony. Please e-mail three to six photos of you from over the years to Jason Deardorff **by May 26th**. Photos of you as a baby, a silly toddler, or a young adult are all welcome. **Please be sure to have your pictures in JPEG format.** You need to name each file with YOUR NAME in it. For example, "JaneSmith1", "JaneSmith2", etc.

- Include your **favorite quote**, if you have one, as well as any song suggestions to be included in the video.

- YOU MUST E-MAIL YOUR PHOTOS to jdeardorff@summitlc.org. **Photos sent after Friday, May 26th will not be used in the video.** We reserve the right to edit or omit any submissions.

4. GRADUATION DAY:

- Graduates participating in the ceremony need to **arrive at the Rolling Hills Church by 4:45pm on June 13th** to receive their cap and gown (if it hasn't been picked up in advance at the office), final instructions for the program, class photo and get lined up for the procession. Please do not be late. We make every effort to start on time!

- Please dress in attire appropriate for the ceremony – no shorts -- slacks/nice jeans, dress, skirt are appropriate attire.

- **A photo of the entire class will be taken at 5:15pm.**

- From 5:30 – 6:30pm, graduates will be lined up and given final instructions for the procession.

- Virtual Academy students – bring your laptop to turn in at the ceremony and you will receive your diploma after the ceremony. Early college students' diplomas will be processed after you turn in your grades.

Thank you and we look forward to helping you celebrate your big accomplishment!

Call our office if you have any questions, 503-630-5001 ext 2229.