

2018 Graduation Checklist

The graduation of each student is dependent upon all requirements being met.

April 17, 2018

During Lunch Periods

Pick up your cap and gown from Mr. Conrad (Josten's representative) in the high school lobby. If you have **NOT** ordered a cap and gown yet or have questions concerning your order, please go to www.jostens.com or call 1-800-567-5367.

April 27, 2018

LAST DAY for school fees to be paid.

- To pay by cash, present exact amount to Mrs. Davis in the Fees Office.
- To pay by check or money order, make payable to **Tiffin City Schools** with student's name in the memo line.

Mail or present to: Columbian High School
Fees Office
300 S. Monroe Street
Tiffin, OH 44883

We will only accept cash or money orders after April 27, 2018. ***Checks will not be accepted after April 27, 2018.*** Seniors will not receive a diploma and will not be allowed to participate in the graduation exercises unless all fees are paid. In addition, records and transcripts will not be released until all fees are paid. Row and seating lists will be typed and diplomas verified on this date. Your name will not be included if your fees are not paid in full.

May 11, 2018 by 2:45 p.m. Parking Tag must be turned in to Mrs. Warnement in the Main Office or a \$5.00 fee will be assessed and this fee will need to be paid prior to graduation exercises. Seniors will not receive a diploma and will not be allowed to participate in graduation exercises unless fees are paid.

May 16, 2018 by 2:45 p.m. Clean out your locker and return all books. All books and materials must be returned in order to participate in the graduation exercises and to receive your diploma. The school is not responsible for any items left in your locker.

_____ **May 16, 2018** by 2:45 p.m. All Columbian courses must be completed and confirmed. Contact Guidance if you have any questions or concerns.

_____ **May 18, 2018 @ 9:00 a.m.** Report directly to the Auditorium for graduation rehearsal. If you intend to participate in the graduation exercises, you **MUST** attend this rehearsal. School appropriate dress is expected. Work students should be sure to get excused by their employer for this rehearsal. Seniors will be dismissed after rehearsal, at approximately 10:15 a.m. **THOSE SENIORS WHO HAVE GUESTS WHO WILL BE ATTENDING GRADUATION AND NEED SPECIAL ARRANGEMENTS FOR HANDICAPPED SEATING AND/OR PARKING SHOULD REPORT TO MRS. WARNEMENT IN THE MAIN LOBBY IMMEDIATELY FOLLOWING REHEARSAL. NO ADDITIONAL TICKETS ARE GIVEN FOR HANDICAP SEATING. YOU MUST USE ONE OF YOUR 12 TICKETS FOR SEATING.** All other seniors are required to leave school grounds immediately upon dismissal.

At the rehearsal, each senior will receive-

8 gold tickets - Valid for Stadium/ Gymnasium

4 blue tickets - Valid for Stadium/Auditorium

There will be no additional tickets available from the school. A ticket is required for admittance to the commencement ceremony. **(6 years and older require a ticket)** The ceremony will be held at the stadium unless weather forces it to be held in the gymnasium. In that case, the gold ticket holders will be invited to watch the ceremony in the gymnasium, and the blue ticket holders will be invited to watch the ceremony on closed circuit television in the auditorium.

_____ **May 19, 2018 @ 3:00 p.m.** Graduates, who wish to participate, are to meet at Trinity United Church of Christ for Baccalaureate. Baccalaureate exercises will begin @ 3:30 p.m. Graduates are to come dressed in their gowns. Caps and tassels are not to be worn. No tickets are required.

**This is an optional event not sponsored by the school and the District does not endorse any messages given.*

_____ **May 19, 2018 @ 5:30 p.m.** - Graduates are to meet in the auditorium dressed in their caps and gowns. At 6:00 p.m. graduation exercises will begin in the stadium. In case of bad weather, the exercises will begin in the gym at the same time and students should report to the cafeteria. **A message will be put out on Facebook and an Instant Alert will be sent out. The decision will be made by 4:00 p.m. the day of Graduation.**

*If you wish to have an unofficial transcript of high school grades for personal use, bring a self-addressed, stamped envelope to the main office. The envelope should have "TRANSCRIPT" marked in the lower, left-hand corner. The transcript will be mailed by the end of June.

*If you need an official transcript sent to a college, bring a stamped envelope that is addressed to the college and has your name written in the lower, left-hand corner. Do not put your return address on the envelope. Requesting a final transcript be sent is your responsibility. Grade cards will be mailed in June.

GRADUATION QUESTIONS KEEPING YOU UP AT NIGHT?

Here are the answers to a few of the most common questions:

Q: WILL WE GET AN ORDER FORM FOR TICKETS?

A: No. Tickets will be distributed to students at graduation practice on May 18th.

Q: DO WE NEED TO LET YOU KNOW HOW MANY TICKETS WE NEED?

A: No. Each student gets the same number of tickets – 8 gold and 4 blue. **(6 years and older require a ticket)** If the ceremony is held outside in Frost-Kalnow stadium, all those with tickets will be admitted and seated in the home stands. However, if weather dictates that the ceremony will be held inside, those with gold tickets will be seated in the gymnasium where the ceremony is to be held, and those with blue tickets will be seated in the auditorium, to view the ceremony on closed circuit television from the gymnasium. If you should need additional tickets, your son/daughter may ask other graduates if they have extra ones to share.

ADDITIONAL TICKETS WILL NOT BE AVAILABLE FROM THE SCHOOL.

Q: WHAT IF MY SON/DAUGHTER HAS TO WORK DURING GRADUATION REHEARSAL ON FRIDAY, MAY 18th?

A: All seniors **MUST** be at graduation rehearsal in order to participate in graduation on Saturday, and proper school attire is expected. Those students who work should be sure to get excused by their employer so they can attend.

Q: WHAT IS BACCALAUREATE?

A: Baccalaureate is a service planned and presented by the graduating class, allowing students and their families to reflect upon the students' time spent together in high school, and to celebrate the beginning of a new phase in their lives beyond high school. It is a very touching and memorable ceremony.

**This is an optional event not sponsored by the school and the District does not endorse any message given.*

Q: WHAT IF I NEED HANDICAP SEATING AND/OR PARKING FOR FAMILY MEMBERS ATTENDING GRADUATION?

A: When graduation practice is over, students seeking special seating and/or parking provisions for family members should report to Mrs. Warnement in the Main Lobby. There will be a sign-up sheet available for students who want to request this. The parking passes will be issued at that time. Please remind your student about this sign-up, as this will be the only time available for them to do so.

Q: HOW WILL WE KNOW IF IT WILL BE HELD INDOORS RATHER THAN OUTDOORS?

A: If the ceremony will be held in the gymnasium due to bad weather, a message will be put out on Facebook and an Instant Alert will be sent out. The decision will be made by 4:00 p.m. the day of Graduation.

Q: WHAT TIME SHOULD GRADUATES BE AT THE SCHOOL FOR CEREMONY?

A: Graduates should be in the auditorium, dressed in their cap and gown, by 5:30 p.m. (rain or shine).

If you have any additional questions, feel free to contact Mrs. Warnement, Records Secretary at 419-447-6331.