



Important Dates for Graduation 2018

Date	Task
April 20, 2018 (should already be done)	<ul style="list-style-type: none"> • Graduation photos (April 4 to 20, 2018) • Online registration form (originally posted on Graduation 2018 Google classroom in October 2017)
May 2, 2018	<ul style="list-style-type: none"> • Grade 12 information meeting • Meet your Valedictorian candidates
May 3 to 4, 2018	<ul style="list-style-type: none"> • Online valedictorian voting
May 4, 2018	<ul style="list-style-type: none"> • Yearbook grade write ups due
Now until May 25, 2018	<ul style="list-style-type: none"> • Online purchase of prom tickets (separate purchase for graduate and guest ticket) – maximum of one guest per graduate for prom; \$80 each
Now to May 31, 2018	<ul style="list-style-type: none"> • Online payment of graduation ceremony fees: • On or before May 13, 2018: \$115 (early) • May 14 to May 31, 2018: \$125 (regular)
May 15, 2018	<ul style="list-style-type: none"> • Exit Survey in MyBlueprint due
May 18, 2018	<ul style="list-style-type: none"> • Service hours paperwork due to Student Services • Guest information forms for prom 2018 due
May 22, 23, 24 and 25, 2018 (period 4)	<ul style="list-style-type: none"> • Pick up prom tickets (bring in printed receipt for each graduate and guest ticket purchased online to complete your ticket purchase)
May 28, 2018 (by 9 am)	<ul style="list-style-type: none"> • Table forms for prom due - (10 per table) including dietary concerns
June 6, 2018	<ul style="list-style-type: none"> • Grade 12 (graduation) mass at STA <ul style="list-style-type: none"> • <i>Dressed up civvies</i> for class of 2018 graduates
June 15, 2018	<ul style="list-style-type: none"> • Prom at Burlington Convention Centre (6:00 to 11:00 pm) for those who have purchased tickets <ul style="list-style-type: none"> ○ All students attending must bring proper PHOTO ID to be admitted to the prom
June 18 to 21, 2018	<ul style="list-style-type: none"> • Grade 12 final exams
June 21, 22 and 25, 2018	<ul style="list-style-type: none"> • Gown pick at STA (IB office) for all graduates who have paid fees – gowns will not be available for pick up after June 25.
June 22, 2018	<ul style="list-style-type: none"> • Accessible seating requests for graduation ceremony due
June 26, 2018	<ul style="list-style-type: none"> • Graduation rehearsal and brunch at Burlington Convention Centre (9:15 – 11:30 am) <ul style="list-style-type: none"> ○ Pick up graduation ceremony tickets for guests
June 26, 2018	<ul style="list-style-type: none"> • Graduation ceremony at Burlington Convention Centre 7:00 pm <ul style="list-style-type: none"> ○ Graduates arrive by 5:45 pm ○ Guests allowed in to hall at 6:20 pm



STA Graduation 2018 Newsletter

Eligibility Requirements to Attend the June 2018 Graduation Ceremony

In order to attend the graduation ceremony on Tuesday, June 26, 2018, a student must meet **ALL** of the following requirements:

- a) complete the required academic credits and pass the Ontario literacy test;
- b) complete and submit the required documentation for the 40 hours of community service;
- c) register with Student Services by submitting the paper application form;
- d) register with the Graduation Planning Committee by completing the **ONLINE** registration form; **AND**
- e) pay their graduation ceremony fees.

Students with Financial Concerns:

Any student with financial concerns related to the payment of either their graduation ceremony fees or the purchasing of their graduation formal/prom ticket should speak directly to their guidance counsellor or vice principal as soon as possible in order to make alternative payment arrangements (e.g. a student can arrange to pay smaller amounts over a number of weeks instead of making one large payment on the specified due date). All arrangements made before the deadlines will keep the costs lower. Financial concerns should not prevent any student from attending school-sponsored graduation events.

STA School-Sponsored Graduation Events:

Our school is organizing the following school-sponsored events for the 2018 graduating class:

- Graduation ceremony – **June 26, 2018** (evening)
- Grade 12 mass – **June 6, 2018** (at STA during the school day)
- Graduation rehearsal and brunch – **June 26, 2018** (morning)
- Graduation formal/prom – **June 15, 2018** (evening)

All events, except the mass, will take place at the Burlington Convention Centre at 1120 Burloak Drive, Burlington at the times indicated. Each graduation event at Burlington Convention Centre will require tickets for graduates and their guests to attend. All school rules will be in effect at these events.

Grade 12 Exit Survey

In order to receive any off your Grad tickets, the Exit Survey on MyBlueprint must be completed by **Tuesday, May 15**. Please ensure that you have logged onto MyBlueprint, completed and submitted the survey. If you need assistance logging on, please see your Guidance Counsellor.



Graduation Ceremony 2018 – Tuesday, June 26, 2018

The ceremony will be held at the Burlington Convention Centre beginning at **7 pm**. Graduates are expected to **arrive by 5:45 pm**. Each guest attending the ceremony will require a ticket to be admitted (regardless of age). The number of guest tickets for each graduate for the graduation ceremony is determined by the size of the graduation class. At present, we **estimate 3 guest tickets** per graduate. Any extras will be allocated based on a lottery at the graduation brunch on June 26. There will be no other tickets. A limited number of younger siblings currently attending STA may sign up to be ushers in May 2018 – see Mrs. Leggat in the IB office **before May 31, 2018**. Ceremony guest tickets will be distributed to graduating students who have paid grad fees and meet all the requirements to graduate after the ceremony rehearsal on June 26. Ceremony tickets will not be distributed in advance or at door of the ceremony or to anyone other than the graduate (or their designated family member). Anyone requiring accessible seating for the graduation ceremony is to contact Ms. Rolland **by Friday, June 22** to make arrangements.

Graduation Rehearsal and Brunch – Tuesday, June 26, 2018

All students planning to attend the graduation ceremony this year are expected to attend the graduation ceremony rehearsal and brunch on **Tuesday, June 26 from 9:15 am to 11:30 am** (approximately) at the Burlington Convention Centre (the location of the graduation ceremony). The rehearsal allows students the opportunity to practice so they are prepared for the ceremony and look their best.

Graduation Ceremony Fees:

Graduation ceremony fees cover the costs related to the graduation ceremony and graduation brunch (e.g. gown, hall rental, flowers, brunch, etc.). Each student who is planning to graduate in June 2018 and wants to participate in the school-sponsored graduation ceremony events must pay their graduation fees using the School Cash Online system. By paying your fees **prior to May 13, 2018**, you will be paying the early fee of **\$115** per graduate. Any payments received **after May 13, 2018** will be increased by \$10 to the regular fees of **\$125** per student. Students using the School Cash Online method must bring a copy of their receipt in as proof of payment. Graduation fees may no longer be accepted **after May 31, 2018**.

Graduation Ceremony Fee Refunds:

Students who pay graduation fees but find out they no longer qualify to attend the graduation ceremony should still plan to attend the graduation brunch; however, they may not attend the graduation ceremony.

Grad gown pick up:

Gowns will be distributed at the school prior to the ceremony. Graduates are asked to pick up their own gowns from the IB Office (room 113) on **Thursday, June 21, Friday, June 22 and Monday, June 25, 2018 between 9:30 am and 1:30 pm**. Each graduate is responsible for picking up their own gown during one of the listed times, hanging the gown in advance to remove any creases, keeping the gown clean, and bringing it to the ceremony on the night of Tuesday, June 26. If someone else is picking up the graduate's gown, the person must have a written note from the graduate (detailing who is allowed to pick up their gown and signed by the graduating student).



Graduation Formal/Prom – Friday, June 15, 2018

Tickets for the Graduation Formal (prom) are on sale from now **until May 25, 2018**.

Graduating grade 12 students are to pay for their prom tickets using the School Cash Online system. Students must then bring in a copy of their online receipt as proof of payment on the prom ticket pick up days to complete their purchase. All members of the 2018 graduating class must purchase their own prom ticket as a graduate (and not as a guest). Each graduate may purchase one guest ticket. All prom tickets are sold on a first come, first served basis. The guest ticket sales for prom may be limited depending on the size of the graduation class and the room capacity of the hall. All guests ticket sales must be approved by the administration prior to purchase (guest information form completed and returned). Each prom ticket **costs \$80** and covers the costs of the meal and dance. All students and their guests attending the Graduation Formal/Prom will be required to show **photo identification** upon arrival at prom prior to entering the hall. Final table arrangements are due **no later than Monday, May 28, 2018 at 9 am**. All prom ticket sales are non-refundable, but may be transferable only with advance permission of the graduation planning committee. Students will not be allowed to complete their prom ticket purchase (pick up, submit their tables, etc.) or attend the prom until their community service hours have been submitted.

Graduation Prom Guest Information Form

This form must be completed and returned by the 2018 graduate for any prom guest ticket purchase (i.e. for any ticket purchased for anyone who is not a member of the STA 2018 Graduating class). Forms are available from Ms. Rolland or Ms. Nadackal. Please complete and return **by Friday, May 18, 2018**.

Prom Table Arrangement form

Prom Table arrangement forms are available from Ms. Rolland or Ms. Nadackal beginning May 10, 2018. This form is to be completed by one member of each table. Be sure to complete the form completely (including any allergies/dietary concerns) and return it by **Monday, May 28 at 9 am**. There is a **maximum of 10 people** per table. Any forms with less than 10 people may be subject to additions by the graduation planning committee. Only the person identified on the top of the form will have permission to make changes to the table.