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Northwest Pennsylvania Collegiate Academy

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Dear Parents:

While it is hard to believe, this school year is quickly coming to an end, and your student will soon graduate on Wednesday, June 4, 2014. Months of careful planning go into this important annual event, and the Collegiate Academy staff takes pride in providing a graduation ceremony worthy of the impressive senior class. Please lend your support to the decorum of our graduation ceremony by leaving small children at home and maintaining a respectful silence as each student crosses the stage. This courtesy ensures that each student's name is heard, and he or she is accorded that special moment of recognition.

This letter includes specific information about graduation for your reference.

DATE: Wednesday, June 4, 2014
PLACE: Bayfront Convention Center
TIME: 6:00 p.m.
(Doors open at 5:30 p.m.)

IMPORTANT INFORMATION FOR PARENTS AND GRADUATES:

Graduation Expenses

The cost of cap and gown is \$30.00.

Honor stoles, if applicable, may be purchased for \$15.00.

Cash or check is due in the office by Thursday, May 15, 2014.

Caps and gowns were ordered last fall. Unless you notified our office last fall that you did not need to purchase these items new, payment will be expected.

Mandatory TWO HOUR Rehearsal

Wednesday, June 4, 9:00 – 11:30 am

All students must attend rehearsal, or they will not be permitted to attend graduation.

Professional Attire

Gentlemen – Dark dress pants, dark dress shoes, shirt and tie
Ladies – dresses or dress pants and shirt, dark dress shoes

Absolutely not permitted – Flip-flops, sneakers, jeans, t-shirts, shorts

Caps must be worn flat on top of head, not at a slant. Bobby pins may be needed!

OVER →

Please Note

No gum, food, or drink of any kind.

Seniors must report by 5:15 to the Bayfront Convention Center.

Students may not carry bookbags, purses, or any other items into the facility.

IMPORTANT INFORMATION FOR PARENTS:

Tickets

Up to **6 tickets will be available per student** at no cost. Please do not have other family members call for tickets. We will only distribute tickets through student and custodial parent(s). If additional tickets are needed, there will be a cost of \$5.00 per ticket.

Please call to indicate the number of tickets needed as soon as possible - 874-6300.

Admission is by ticket only. Please explain to your family members and friends that a graduation announcement is not a ticket for commencement.

Seating

Areas for graduates, faculty, and honored guests will be designated.

There will be no additional reserved seating.

The graduates' processional will begin precisely at 6:00 p.m. Latecomers will not be seated until all seniors have taken their seats.

Pictures/DVD

At graduation, there will be a professional picture taken of each student during the ceremony. Please refrain from leaving your seat to take photos. The lobby is available for pictures after graduation. **A professional photographer will also videotape commencement exercises, and the DVD will be available for purchase. The cost for the video is \$10.00 and must be pre-ordered and pre-paid by no later than Tuesday, June 10.**

SENIOR DAYS!

Your letter regarding *Senior Days* is included in this mailing.

Any senior participating in any type of skip day, or with an unexcused absence in the month of May, will not be eligible to participate. Collegiate Academy does not sanction any type of skip day, and we ask parents for your support in this matter.

Sincerely,

Collegiate Academy Graduation Committee

Always Reaching Higher