

Dear Class of 2020:

In education, conventional wisdom says that no two days are the same. That is very true! But no one could have imagined an international pandemic's effect on our school lives. You are our family: we had so much more to say, do, and of course celebrate together. When our graduation committee began the planning process, we hoped to give you one lasting memory along with an opportunity to celebrate and say good-bye. We want to give you and your family a chance to dress up in your cap and gown and walk through your halls to receive your diploma here at Collegiate Academy. There's a silver lining: the class of 2020 will be the very first class to graduate from our auditorium since Collegiate Academy was founded!

Therefore, if you have not done so, please review the information in the letter or posted on our website. Have a conversation with your parents/guardian about participating in graduation as well as locker cleanout. Participation in the commencement walk is not required. If you chose not to participate, your diploma and other items will be mailed at a later date. If you are participating, you must wear your cap and gown.

- **If you plan to participate, you must RSVP to rquinn@eriesd.org by Friday, May 29, at noon. It is important that we have an accurate count of how many people will be participating.**

We have also set up days for seniors to come to school to clean out their lockers and take care of other end-of-the-year business.

There is a lot of important information below. Please read through it carefully. Be safe! We miss you and hope to see you very soon!

Prices for graduation attire

Cap and Gowns - \$35.00

Honor Stole - \$15.00

Cap and Tassel Only - \$15.00

Tassel Only - \$10.00

*Note – Honor stoles will not be embroidered; the embroidering company has shut down. Our Jostens representative is looking into having them embroidered at a later date for those who are interested.

Payments – We can only accept credit card, cashier's check or cash. **NO PERSONAL CHECKS.**

Refunds – If you need a refund, please contact the appropriate teacher/advisor and let them know what day you'll be in the building (Refunds will be given on the day of your locker clean-out — see the schedule below.) Refunds will only be in the form of check or credit card.

Obligations – Any initial obligations will be included in this letter. As of the writing of the letter, various items may not be accounted for — such as textbooks, library fines, and instruments — until the day of locker clean-out. Therefore, items that are not returned that day may also incur an obligation, and that obligation may prevent you from receiving your diploma or other records from school until the obligation is satisfactorily resolved.

Safety – It is very important that we follow the guidelines set forth by the Department of Health:

No more than 25 people total in the building

Facemasks must be worn at all times.

Social Distancing: six feet apart at all times

We appreciate your patience and understanding as we go through this inaugural process!

June 1–5: Locker Clean-Out

- Clean out locker
- Pick up caps and gowns
- Pick up tickets for commencement ceremony
- Pick up yearbook
- Return materials, instruments, locks, etc.
- Get refunds and make payments

Important Information

- Before coming to school on your designated day, be sure to collect all school-owned materials that you have at home and bring them with you.
- **Students must arrive during their designated time** (see the schedule below). Please arrive on time and be prepared to leave the building when your session ends.
- Per Health Department guidelines, students must wear masks while inside the building.
- Enter the building through the 29th Street door and report directly to the dining hall. Staff will check you in. You can return any materials that you brought from home, then you can go to your locker to clean it out.
- After cleaning out your locker, take all school-owned materials, including your lock, back to the dining hall.
- After dropping off those materials, you will be able to pick up your cap and gown, your commencement ceremony tickets, and your yearbook. You will also be able to take care of any obligations that you have.

- If you don't see your number on the schedule below, please email Mr. Causgrove: rcausgrove@eriesd.org.

Monday, June 1

Homeroom #110

Time/Student Numbers

8:30-9:15 464811, 251534, 250375, 250273, 277561, 248797, 255558, 450857
9:25-10:10 477810, 251958, 121502, 250906, 251063, 245123, 269002, 247481
10:20-11:05 260140, 428082, 250451, 438140, 478155, 257858, 250655, 250126

Homeroom #18

Time/Student Numbers

12:00-12:45 253923, 938954, 246251, 396467, 253554, 253656, 247070, 250359,
12:55-1:40 250286, 383379, 247101, 251385, 260077, 260111, 245152, 245212
1:50-2:35 046208, 197837, 245209, 460842, 185626, 245754, 260357

Tuesday, June 2

Homeroom #05

Time/Student Numbers

8:30-9:15 478053, 246675, 245254, 245547, 478095, 478139, 245801, 250244
9:25-10:10 245372, 245623, 250260, 478171, 477394, 255516, 260124, 246442,
10:20-11:05 246340, 247169, 255723, 252646, 253758

Homeroom #202

Time/Student Numbers

12:00-12:45 499687, 248959, 248755, 245550, 248933, 247203, 477763, 312601, 316081
12:55-1:40 254802, 480759, 252162, 477807, 484228, 250037, 186534, 477307, 247232
1:50-2:35 369846, 449721, 451121, 259556, 245505, 252219, 246764

Wednesday, June 3

Homeroom #201

Time/Student Numbers

8:30-9:15 246777, 521642, 252353, 201518, 142694, 245490, 297538, 242224
9:25-10:10 251178, 247538, 318365, 478113, 249969, 245270, 245649, 246044,
10:20-11:05 251330, 250595, 250728, 205341, 251343, 248873

Homeroom #17

Time/Student Numbers

12:00-12:45 292533, 247274, 255325, 230175, 248653, 221527, 248962, 245458
12:55-1:40 252120, 248640, 283189, 401367, 251694, 250320, 254771, 205105,
1:50-2:35 250891, 170034, 244993, 229772, 271030, 250919

Thursday, June 4

Homeroom #20

Time/Student Numbers

8:30-9:15 246895, 509891, 247583, 246455, 230719, 378083, 261189, 408764

9:25-10:10 245076, 257696, 248768, 476591, 264693, 466522, 466488, 963851

10:20-11:05 253290, 477967, 216964, 257829, 276446, 249087, 194567, 248271, 494522

Homeroom #07

Time/Student Numbers

12:00-12:45 295547, 249498, 243598, 276506, 253+465, 293349, 247596, 283032

12:55-1:40 247410, 476295, 317957, 247601, 247423, 246235, 249396, 026257

1:50-2:35 278791, 254946, 438302, 477674, 475421, 253627

Friday June 5

Yearbook/KING-TV

Time/Student Numbers

8:30-9:15 249354, 259747, 477721, 188334, 245929, 247114, 245110, 246379,

9:25-10:10 259674, 246659, 247185, 198890, 315000, 252248, 254522, 253672

Commencement Ceremony

June 6 and 7, 2020

We want to honor the Class of 2020 by staging a commencement ceremony that is as close to the real thing as possible. Graduates will have the opportunity to walk across Collegiate Academy's stage, have their names read, be congratulated by the deans, pick up their diplomas, and have their pictures taken by a professional photographer. The Class of 2020 will be the first of our 20 graduating classes to have its commencement ceremony right at Collegiate Academy!

The ceremony will take place over two days: Saturday, June 6, and Sunday, June 7. Graduates will be organized by homeroom, and each homeroom will process through the building during a designated one-hour block. Homerooms 110, 18, 05, 202, yearbook and KING-TV will participate on Saturday, June 6. Homerooms 201, 17, 20, and 07 will participate on Sunday, June 7. See the schedule below for your time slot.

Each graduate can have only two guests. Due to Health Department guidelines, we cannot allow any exceptions. This number takes into consideration the number of people allowed in the building and in line outside at any one time.

The commencement ceremony will follow this procedure:

- Students and their two guests will line up on State Street. Families will be spaced six feet apart.
- **It is essential that graduates and their guests arrive only during their designated times.** As with all events at Collegiate Academy, parking will be at a premium. Please take that into consideration.
- Each guest's temperature will be taken as they stand in line before they enter the building.
- All graduates and their guests must wear masks throughout the ceremony. Graduates may remove their masks as they process across the stage and have their picture taken, but they must replace their masks after the photograph.
- Graduates and their guests will enter the building through the State Street entrance (the one with the blue Collegiate Academy awning). They will follow a well-marked route through the building. There will be teachers along the route to help guide the way.
- Graduates will enter the auditorium through the doors closest to the office then wait for directions once they enter. Mr. Causgrove will direct the graduates to the stage and the guests to the floor area in front of the stage, from which they can take photographs or video.
- Each graduate will process across the stage as their name is read. They will get their diploma and have their picture taken by a professional photographer.
- The graduate and their guests will then walk off the stage and follow signs to the French Street door. In order to follow social distancing guidelines, families should move quickly to their cars.

- Please understand that these guidelines have been established by the Board of Health and must be followed. This is non-negotiable. Any violations of these guidelines could forfeit your chance to participate in the ceremony.

Below is the schedule for the two-day commencement ceremony. Please arrive only at your designated time. If you do not see your student ID, please email Mr. Causgrove: rcausgrove@eriesd.org.

Saturday June 6

Homeroom #110

Time/Student Numbers

12:00 - 464811, 251534, 250375, 250273, 277561, 248797, 255558, 450857

12:20 - 477810, 251958, 250906, 251063, 245123, 269002, 247481, 260140

12:40 - 428082, 250451, 438140, 478155 257858, 250655, 250126, 121502

Homeroom #18

Time/Student Numbers

1:00 - 253923, 938954, 246251, 396467, 253554, 253656, 247070, 250359

1:20 - 250286, 383379, 247101, 251385, 260077, 260111, 245152, 245212,

1:40 - 046208, 197837, 245209, 460842, 185626, 245754, 260357

Homeroom #05

Time/Student Numbers

2:00 - 478053, 246675, 245254, 245547, 478095, 478139, 245801, 250244

2:20 - 245372, 245623, 250260, 478171, 477394, 255516, 260124, 246442

2:40 - 246340, 247169, 255723, 252646, 253758

Homeroom #202

Time/Student Numbers

3:00 - 499687, 248959, 248755, 245550, 248933, 247203, 477763, 312601

3:20 - 316081, 254802, 480759, 252162, 477807, 484228, 250037, 186534

3:40 - 477307, 247232, 369846, 449721, 451121, 259556, 245505, 252219, 246764

Yearbook/KING-TV

Time/ Student Numbers

4:00 - 249354, 259747, 477721, 188334, 245929, 247114, 245110, 246379

4:20 - 259674, 246659, 247185, 198890, 315000, 252248, 254522, 253672

Sunday June 7

Homeroom #201

Time/Student Numbers

12:00 - 246777, 521642, 252353, 201518, 142694, 245490, 297538, 242224,

12:20 - 251178, 247538, 318365, 478113, 249969, 245270, 245649

12:40 - 246044, 251330, 250595, 250728, 205341, 251343, 248873

Homeroom #17

Time/Student Numbers

1:00 - 292533, 247274, 255325, 230175, 248653, 221527, 248962, 245458

1:20 - 252120, 248640, 283189, 401367, 251694, 250320, 254771,

1:40 - 205105, 250891, 170034, 244993, 229772, 271030, 250919

Homeroom #20

Time/Student Numbers

2:00 - 246895, 509891, 247583, 246455, 230719, 378083, 261189, 408764,

2:20 - 245076, 257696, 248768, 476591, 264693, 466522, 466488, 963851

2:40 - 253290, 477967, 216964, 257829, 276446, 249087, 194567, 248271, 494522

Homeroom #07

Time: Student Numbers

3:00 - 295547, 249498, 243598, 276506, 253465, 293349, 247596, 283032,

3:20 - 247410, 476295, 317957, 247601, 247423, 246235, 249396, 026257

3:40 - 278791, 254946, 438302, 477674, 475421, 253627