

James M. Hill Memorial High

PROSPECTIVE GRAD NEWSLETTER

March 2014

TRANSCRIPTS/GRADUATION REQUIREMENTS

Transcripts and grad requirement specifications have been issued to all prospective graduates. It is each graduate's responsibility to check the transcript for accuracy and that you have all required credits.

GRADUATION LIST

A list of 2014 potential graduates is posted in the main office. Please check the list to ensure your name is included, that your name is correct (full legal name as it appears on your birth certificate), and that your name is spelled properly. **Do this no later than March 28, 2014.** This information will be used as the official list for diploma purposes. Please place a check mark (✓) and initial next to your name if no corrections are required. Write corrections next to your name if updating is necessary and report changes to secretary. Department of Education requires the school to photocopy the student's Birth Certificate when corrections to names or date of birth are completed.

GRAD FEES

Grad fees are \$80 and are to be paid at the main office no later than **Thursday, April 3, 2014**. The grad fee covers expenses for Graduation, Baccalaureate, and Baccalaureate Tea. These expenses include, but are not limited to: grad gown rental, souvenir cap and tassel, diploma jacket, Piper and other graduation music, diploma photos and prize photos, sound technician, flowers, sweets and refreshments, grad programs, reserved seat tickets. Grad invitations will be sold at an additional cost. Please note that **ALL** outstanding fees (ie: student fee, sports fee, textbooks, etc.) must be paid by this date.

GRAD GOWNS

Please fill in the gown rentals form (yellow) with your height. Return the submitted gown rental form **before** leaving the grad assembly.

GRADUATION CEREMONY

Each graduate receives 4 reserved seat tickets when gown is picked up. These tickets allow family to have seats in the rink surface area. All other guest will be seated in the stands.

GRADUATION INVITATIONS

If you wish to order invitations from the school, they are sold separately at a cost of **75 cents each**. **These are pre-ordered, and must be placed and paid for by April 25, 2014.**

STUDENT LOAN INFORMATION

Student loan application forms will arrive at the Guidance office in May. Counselors may help students with the application process if needed.

POST SECONDARY APPLICATIONS, SCHOLARSHIPS, BURSARIES

A list of scholarships and awards for 2014 will be distributed to all potential graduates by the Guidance Department. Please ensure admission applications for post secondary education and scholarship applications are prepared and sent well in advance of deadlines.

Should you require letters of reference, please allow appropriate lead-time for teachers or administrators to complete them. **Requests for letters should be made at least 2 weeks in advance from the time the application or letter is to be sent out.** Please ensure that you present your teacher or administrator with your completed applications when requesting letter of reference.

Please consult with the guidance regarding institution or scholarship deadlines.

The guidance department has a list of graduates email address in order to keep them informed of scholarships. If you have not given them your email address to them, please do so ASAP so you get all scholarship information.

ACADEMIC DILIGENCE AND ATTENDANCE

All potential graduates are encouraged to pursue their studies diligently until and including the final day of classes on **June 6** and throughout their exam period. You are reminded that full attendance is expected and that mass "jig" days are not condoned.

GRAD INFORMATION FORM

Each Graduate is to complete a **Grad Information Form**. This form will indicate to us your plans after graduation and will be kept on file at the main office. This form is to contain your name, program applied for, institution applied to, activities participated in, volunteer work, and any other information that may assist staff in writing reference letters.

GRAD CLOTHING/SOUVENIRS

Mrs. McIntyre and a committee of students will coordinate the selection and ordering of grad clothing and souvenirs.

PROM

Prom tickets will be sold separately and **will not** be included in the grad fee. Also, parents will be asked to donate food on the night of prom, as the grads appreciate the food. We will send a voice mail message out in June with instructions to call the office letting us know what you would like to bring.

SAFE GRAD

Safe Grad activities will be held again this year and will be coordinated by Mrs. O'Neill Wood. The committee would appreciate the assistance of any parents who would be willing to assist in the planning of this year's Safe Grad Program. Any parents interested are asked to call the school and leave your name with one of the secretaries or with Mrs. O'Neill Wood.

Please note that **ONLY the graduates** that participate in fundraising will have their name entered for the bigger prizes safe grad night.

IMPORTANT DATES

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| <i>March 28</i> | <i>Verify name & spelling on grad list at office for diploma</i> |
| <i>Apr. 3</i> | <i>Deadline for grad fee payment of \$80</i> |
| <i>Apr. 25</i> | <i>Deadline to order Grad Invitations 50¢ each</i> |
| <i>June 6</i> | <i>Last Day of classes (full day for <u>all</u> students)</i> |
| <i>June 9</i> | <i>Exams Begin</i> |
| <i>June 13</i> | <i>Exams End</i> |
| <i>June 13</i> | <i>JMH Prom 2014 @ JMH 8:30 – 11:30 PM</i> |
| <i>June 15</i> | <i>Baccalaureate 2:00 PM @ St. Michael's Basilica - Reception 3:00 PM @ JMH</i> |
| <i>June 16</i> | <i>Grad List Posted @ Guidance Centre</i> |
| <i>June 17</i> | <i>JMH Graduation 2014 – 7:30 pm @ Lord Beaverbrook Arena</i> |
| <i>June 17</i> | <i>Meet at JMH by 11:45 pm for Safe Grad</i> |
| <i>Jun. 20</i> | <i>Last day for Students Reports cards distributed</i> |