

James M. Hill Memorial High
PROSPECTIVE GRAD NEWSLETTER
March 2016

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. If you require additional copies, please inform the office at least a day ahead of time.

GRADUATION LIST

A list of 2016 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 Thursday, March 31, 2016.** 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 **Friday, April 8, 2016**. 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, seating passes for the floor (4 per grad).

Please note that **ALL** outstanding fees (ie: student fee, sports fee, textbooks, etc.) must be paid by this date, (April 8).

GRAD GOWNS

Grad gown sizing was done prior to meeting. If you did not have your sizing done please go to the office immediately following this meeting.

GRADUATION CEREMONY

TUESDAY, JUNE 21st – 7:00 p.m.
Lord Beaverbrook Arena

Each graduate receives 4 seating passes for the floor. They will be given out when gowns are picked up. These passes allow some family members to have seats on the floor surface. All other guests will be seated in the stands, and do not require passes.

GRADUATE'S GUEST

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 22, 2016.**



STUDENT LOAN INFORMATION

Student loan application forms will be available **online only** around Mid-May. Once the Guidance Department has a link they will send it out to all graduates. Guidance Counselors may help students with the application process if needed.

POST SECONDARY APPLICATIONS, SCHOLARSHIPS, BURSARIES

A list of scholarships and awards for 2016 will be distributed to all potential graduates by the Guidance Department in April.

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 Department regarding institution or scholarship deadlines.

If you have received **ANY** scholarships please provide a copy to the office ASAP.

If you have not given your email address to the Guidance Department, please do so ASAP so you get all scholarship information.

When submitting scholarship application forms to the office, please make sure all required supporting documents are attached. Please **DO NOT** put in envelopes.

GRAD INFORMATION FORM

Each Graduate is to complete a **Grad Information Form (yellow)**. 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 and, institution applied to, activities participated in, volunteer work, and any other information that may assist staff in **writing reference letters**. Please give teachers/staff at least 2 week notice if you require reference letters.

Grad Information Forms are available in the main office or the Guidance Department.

ACADEMIC DILIGENCE AND ATTENDANCE

All potential graduates are encouraged to pursue their studies diligently up to and including the final day of classes as well as the exam period. You are reminded that full attendance is expected and that mass "jig" days are not condoned.

GRAD CLOTHING/SOUVENIRS

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

PROM

FRIDAY, JUNE 17th
8:00 p.m. – 11:00 p.m.

Prom tickets will be sold separately and **are not** 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

TUESDAY, JUNE 21st
11:45 P.M. – 6:30 A.M.

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** who participate in fundraising will have their name entered for the bigger prizes Safe Grad night.

IMPORTANT DATES

March 31	Verify name & spelling on grad list at office for diploma
Apr. 8	Deadline for Grad fee \$80 and all outstanding fees (ie: student fee, sports fee, textbooks, etc.)
Apr. 22	Deadline to order Grad Invitations .75¢ each
May 13	Internal Scholarships Due
June 10	Last Day of classes (full day for <u>all</u> students)
June 13	Exams Begin
June 17	Exams End
June 17	JMH Prom 2016 @ JMH 8:00 – 11:00 PM
June 19	Baccalaureate 2:00 PM @ St. Michael's Basilica - Reception 3:00 PM @ JMH
June 20	Grad List Posted @ Guidance Centre
June 21	JMH Graduation 2016 – 7:00 pm @ Lord Beaverbrook Arena

<i>June 21</i>	<i>Meet at JMH by 11:45 pm for Safe Grad</i>
<i>Jun. 24</i>	<i>Last day for Students Report Cards distributed</i>