



W.J. KEENAN

Senior Check-Out





Seniors, the year is almost over, but there are several items that still need to be completed. Be sure to complete **all** three steps, if applicable.

STEP 1: GRADUATE FOLLOW-UP FORM

- Information has to be completed and reported to the State Department in reference to your plans after graduation.
- Go to <https://forms.office.com/Pages/ResponsePage.aspx?id=mc2OcflqA0eiK-33pL7Y3btOyqw9skpLrnhWwCDRT4BUMjdSQzVIMzIJNIZDMIUN0o4Ujk3SkhWNI4u>. You may need to copy and paste the link in a new window.

Deadline to complete is May 7, 2021



STEP 2: FINANCIAL AID AWARDS

- If you have not already done so, forward a copy of all financial aid that you have been awarded. This includes grants, scholarships, and loans. I will need a copy from all schools that you have received information from. Email a PDF or a screenshot to dalphine.humphrey@richlandone.org.

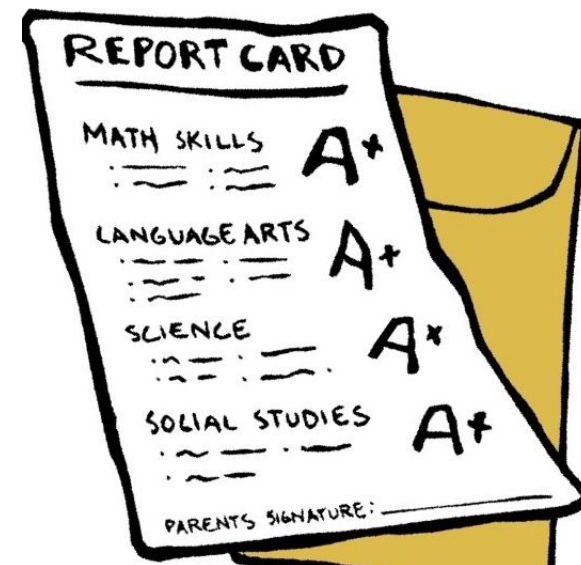
Deadline is May 14, 2021



STEP 3: FINAL TRANSCRIPT REQUESTS

- Final transcript requests will be done through Parchment. When you have made your final decision as to where you will attend college, request a transcript in Parchment for that school. **Be sure to place the order for the school you will be attending, not to yourself. Also, place the transcript in “HOLD FOR GRADES”.** All transcripts will be sent by June 18, 2021.
- The link for Parchment is <https://www.parchment.com/u/registration/68517/account>

Deadline is May 28, 2021



REMINDERS


- The school year is not over. Continue working so that you can meet all requirements to receive your diploma. If you have questions, contact your counselor.
- If you still have fees to pay, see Mrs. Cornish in the Media Center.




CEREMONY INFORMATION

- The graduation ceremony will begin promptly at 10:00 AM. **All guests and graduates should plan to arrive at the W.J. Keenan Football Stadium at 9:15 AM. Guests will need this time to park in the designated areas and be seated. Gates will be locked at 9:50 AM. Guests nor graduates will be admitted after the gates are locked.**
- **Entrance to the Stadiums** – Each **senior** will receive 4 paper tickets for the ceremony. **Seniors must ride in the car with their guests.** The graduation ceremony will also be livestreamed to allow family members to view the ceremony online. The link will appear on the District's webpage, www.richlandone.org, a couple days before graduation.
- **Sanitation Stations and Restrooms** – Sanitation stations and nurse stations will be provided in the stadium areas. Hand sanitizers will be provided in all designated restrooms as well as entrance stations.

- **PLEASE NOTE THE CLEAR BAG POLICY WILL BE ENFORCED. Metal Detectors will be used upon entry. No balloons, signs, noisemakers, flowers, etc. are allowed.**
- **PPE/Masks** – Masks must be worn in the stadium. Graduates **will not be allowed** to remove their masks as they come across the stage to take their picture.
- **Seating** – Graduates will be seated at least three feet apart on the football field. **When you arrive, you will be directed to your seat. You will have a package with your name on it. The package will include a Keenan Graduate mask, your diploma cover, and graduation programs.** Each guest will be requested to sit in a pre-marked area in the stadium that is at least three feet apart. Guests will need to remain in the marked area for the entire ceremony.
- **Shaking Hands** – There will be no handshaking as graduates walk across the stage.
- A photographer will be at the end of the stage to take your picture. Be sure to pause.

- 
- **End of Ceremony**- No guests will be allowed to take pictures with graduates while in the stadium. Graduates will not be able to assemble at the completion of the ceremony. A photographer will be in place to take pictures; guests may not come out of the stands to take pictures.
 - **Ceremony Dismissal** – Since we will not have a processional, we will not have a recessional. Seniors will be dismissed after the singing of the Alma Mater. **Diplomas will be distributed in the bus loop directly after the ceremony.**
 - **Security** - Security staff as well as local law enforcement will be on hand to assist with parking logistics and crowd control.

- 
- Graduates **must** have on their full cap, gown, and tassel attire.
 - **Male attire – dark pants, dark shoes, light colored collared shirt, no jeans, no sneakers, mask**
 - **Female attire – dresses/skirts should not be below gown, no jeans, no sneakers, FLAT shoes, mask**

FAQ'S

- **Question:** What if I don't want to participate in the ceremony?

Answer: That is fine. Notify Ms. Humphrey as soon as possible and be sure to come to the school beginning June 11th to pick up your diploma, diploma cover, etc.

- **Question:** What if I need additional tickets?

Answer: You will need to ask a classmate.

- **Question:** Do I have to wear a mask?

Answer: Yes. The district's policy on masks has not changed.

IMPORTANT DATES

All Fees Due

Pay fees to Mrs. Cornish in the Media Center

May 3rd

Final Exams

May 26th-27th

Books/Laptops Due

June 1st

Tickets/Cords Pick-up

A-L @ 8AM – 10:30AM, M-Z @12:00PM-2:30PM

Graduation

June 10th -10AM

ARRIVE BY 9:15 AM

