

March 15, 2018

To the Class of 2018 and their Parents/Guardians:

Congratulations!

Graduation is on Friday, June 1. With all the excitement and trepidation surrounding this event, we encourage you to plan ahead for a positive experience. The intent of this letter is to ensure you have the necessary information to be well prepared for the last months of school.

If you have not already done so, please contact Jostens for your cap and gown. The telephone number for Jostens is 1-800-567-8367. Their online address is [Jostens.com](http://Jostens.com). They will assist Park City High School and Learning Academy students with their cap, gown, and announcement needs.

Community scholarship applications will be available on Monday, April 2 and are due Monday, April 30. Students will be notified if they have received a community scholarship prior to the ceremony. Not all applicants will receive a scholarship due to funding. We will celebrate the scholarship recipients at the Community Scholarship Ceremony on Wednesday, May 30 at 8:00 a.m. in the Eccles Center at PCHS. Please tentatively plan on attending. More information can be found on the PCHS scholarship website, including the application and list of available scholarships. If you have questions about scholarships, please contact Kristin Silvestri in the Counseling Office.

Counselors will be in the 12th grade English classes on May 21 & 22 to discuss next steps as it relates to finalizing college applications with transcript requests through their Naviance account, graduation ceremony preparation, and final senior surveys.

Seniors may request an official transcript be sent to a college or university by entering a transcript request in their Naviance account. Final transcripts will be ready on June 5. For more information on requesting transcripts, see the Transcripts page on the PCHS website. The high school can accommodate paper transcript requests through June. After that time, graduated student records are moved to the district office and you will need to contact them for paper transcripts via phone at 435-645-5600 or in person at 2700 Kearns Blvd.

The Baccalaureate is scheduled for Sunday, May 20 at 7:00 p.m. in the Eccles Center at PCHS. The Park City Interfaith Council sponsors this program. This program is for seniors and their families.

Below, we have reviewed some of the most commonly asked questions about graduation that we have received in years past. We hope that this question and answer format will assist you in making your graduation plans. Please contact us if you have any other questions or needs.

### **WHEN WILL I RECEIVE MY CAP & GOWN?**

Seniors will check out of school and turn their laptops in on May 30. After this process, caps and gowns will be distributed to seniors. Please make sure you press your gown for the ceremony. After May 30, seniors will not be attending classes and will only be required to attend graduation practices.

### **WHEN DO WE PRACTICE FOR GRADUATION?**

Please reserve the following times and dates for graduation practice: May 31 (Thursday) from 8:00 to 11:00 a.m. and June 1 (Friday) from 8:00 a.m. to 10:30 a.m. Attendance and cooperative participation at both practices are required if you wish to participate in the graduation ceremony. Those students who miss either of the practices will have to sit with the audience members and not with the class on the field. Those who are late or have not finished their credits prior to Wednesday, May 30, will be placed at the end of the alphabet. Please make arrangements to be at these two practices. We may not need all of this time, but please plan ahead and avoid all conflicts during these two times.

### **WHAT DO I WEAR FOR GRADUATION?**

Young men should wear a collared shirt, long pants, and nice shoes. **NO** athletic shoes, slippers, or sandals. Long pants must be slacks, not jeans. Young ladies should wear modest length dresses, skirts or slacks with nice comfortable shoes. **NO** flip-flops. Ladies will not be allowed to wear high heels due to the artificial turf on the football field. Also, **NO** pins, corsages, or leis will be worn during the graduation ceremony. ***Cell phones will be taken if brought to the ceremony.***

### **WHAT WOULD STOP ME FROM BEING PART OF THE GRADUATION CEREMONY?**

No student may participate in the graduation ceremony if he/she does not have the required credits for a Park City diploma. Only those who complete the requirements for the Park City School District diploma may participate and “walk” at graduation. Those students who are close to graduating may not participate, so please make certain that you pass the classes that are needed 4<sup>th</sup> quarter, complete necessary remediation, and double check credits with your counselor to address any concerns.

Any student who owes a laptop damage/loss fee, sports fee or school fee must resolve this matter prior to graduation. If a student does not take the appropriate steps, they may be subject to removal from the graduation ceremony.

Also, failure to abide by the rules and policies of Park City High School during the practices may preclude you from participating in the ceremony. There is a lot of information to cover at the practices, so please come prepared to listen and cooperatively participate.

### **WHAT OPTIONS ARE AVAILABLE TO ME IF I DON'T GRADUATE?**

Contact your academic counselor at PCHS. You may wish to complete the Park City High School diploma program this summer. An adult high school diploma is also available.

### **WHAT TIME IS GRADUATION?**

Graduation is on Friday, June 1. The ceremony begins promptly at 5:00 p.m. It is important that you advise your guests to arrive early; we do start the ceremony right on time. No tickets will be required if the ceremony is held on Dozier Field (football field).

### **WHERE WILL GRADUATION BE HELD?**

Graduation is scheduled to take place on Dozier field (football field). If we have inclement weather, the ceremony will be moved to the Eccles Center. A decision to move the ceremony will not be made until the day of graduation.

### **WHAT IS THE PROCEDURE IF THE CEREMONY IS MOVED INSIDE?**

Each student will be given up to three tickets for graduation. We will try to meet as many requests as possible. The distribution of the tickets will occur at practice on June 1 if we need to move the ceremony indoors. There would also be an overflow area in both gyms with a jumbotron.

### **HOW LONG DOES THE CEREMONY LAST?**

It is always our goal to make graduation a simple, but dignified event that lasts around two hours. The overall time depends on the length of the speeches and the number of graduates.

### **HOW DO I GET MY DIPLOMA?**

Diplomas will be given to students as they return their gowns. Your gowns must be turned in at the main office right after graduation and then you will receive your diploma.

### **WHERE SHOULD WE PARK?**

Parking is at a premium at events such as this. The two major lots of the school will be available. You may also park in the LDS church parking lot on Monitor and Lucky John, Treasure Mountain Junior High School, McPolin Elementary School, and the Learning Academy lots. Graduation will begin promptly at 5 p.m., so arrive early.

### **HOW DO I RESERVE A SEAT FOR GRADUATION?**

Seating is on a first come first served basis. The graduation gates or doors will open at 4 p.m. and you are welcome to find your seats at that time.

### **HOW DO I GET PICTURES OF THE EVENT?**

Parents are welcome to photograph any aspect of graduation. A professional photographer will be taking pictures of each graduate after they receive their diploma cover. Information for purchasing your photo will be posted on the PCHS web page. A postcard will also be available at the graduation ceremony with instructions on purchasing your photo. You also are welcome to take pictures on the football field after the ceremony.

### **IF I HAVE ADDITIONAL QUESTIONS WHERE CAN I GET INFORMATION?**

Please feel free to contact the high school at (435) 645-5650.

Graduation is a time to celebrate. It is the beginning of a new chapter in the book of life, so we ask that each of you treat this event with the dignity and happiness associated with the completion of a journey well worth celebrating.

Seniors, thank you for the fine example you have set and for all of your hard work. Thank you for building our school with your academic, moral, and athletic strengths.

It has been a pleasure working with this class. You have much to be proud of and we look forward to the events of the upcoming months. Continue to strive to do your best, avoid developing "Senioritis," and continue to plan and prepare for your future.

Best wishes as you move forward through life -- come and visit us often and share with us your accomplishments.

Kathleen Einhorn  
Interim Principal, PCHS

Tracy Sjostrom  
Principal, Learning Academy

Phyllis Suggett  
Assistant Principal, PCHS

Caleb Fine  
Assistant Principal, PCHS