

April, 2015

Dear Class of 2015:

Congratulations! On behalf of Addison Trail High School, we look forward to making your graduation ceremony an occasion you will remember for years. Our staff and community are very proud of you, and the following guidelines will give us the "first-class" commencement you deserve:

1. **GRADUATION TICKETS** - are enclosed (three per family). Beginning Tuesday, May 26th you may request two (2) additional tickets if extra tickets are needed. The two tickets may be picked up in the **Guidance Office**. You must present your **I.D.** and tickets will be distributed on a "first come - first served" basis.
2. **ATTENDANCE** - you are not required to attend graduation. If you do not wish to participate, please see your counselor.
3. **PROMPTNESS** - you are to be in the auditorium at **1:45 p.m.** on graduation day, **Sunday, June 7, 2015**. At the appropriate time, you will proceed to the gymnasium.
4. **DRESS** - proper dress is important:

Females:	Dress or pant suit (no jeans)
	Shoes (no athletic shoes)
	No flowers/corsages on robes
Males:	Dress pants (no jeans)
	Shirt & Tie
	Shoes and socks (no sandals or athletic shoes)

Any senior who does not have a cap and gown will not participate in the graduation ceremony. The guidance counselors and deans will check proper dress in the auditorium before the graduation processional. Students with improper dress will **NOT** have the honor of participating in the graduation exercises.

(over, please)

5. **DIPLOMA** - after the graduation ceremony, you will go to your counselor in areas designated alphabetically. At this time, you will receive the insert for your diploma cover. The diploma cover you will receive during the graduation ceremony will be blank.

If any monies are owed to the school, you will have to present a paid receipt from the financial secretary in order to pick up your diploma from the registrar's office the week following graduation.

January graduates not participating in the graduation ceremony may pick up their diploma from the registrar's office after June 10th.

6. **PARENTS, RELATIVES AND GUESTS** - are requested to be courteous to all of our graduates. Please ask your ticket recipients to take photographs either before or after the ceremony. Grad Images will have a professional photographer take a photograph of each student as he or she receives his or her diploma. The proofs of these photos will be in color and mailed to every home within a week after graduation. Enlargements will be available at a reasonable price. Silver Fox Video Productions will also be videotaping the graduation ceremony. Students will be able to pre-order a copy of this video on DVD.

Guests are to remain at their seats until all graduates have left the area in the **RECESSIONAL**.

You are so deserving of an excellent commencement. Thank you for your cooperation and for being such a great class!

Sincerely,

Adam Cibulka
Principal