

# CAPITAL CITY HIGH SCHOOL INVITES YOU TO GRADUATION INFORMATIONAL MEETING



THIS IS FOR ANY PARENT/GUARDIAN OF A 2023 CCHS GRADUATE

APRIL 13, 2023

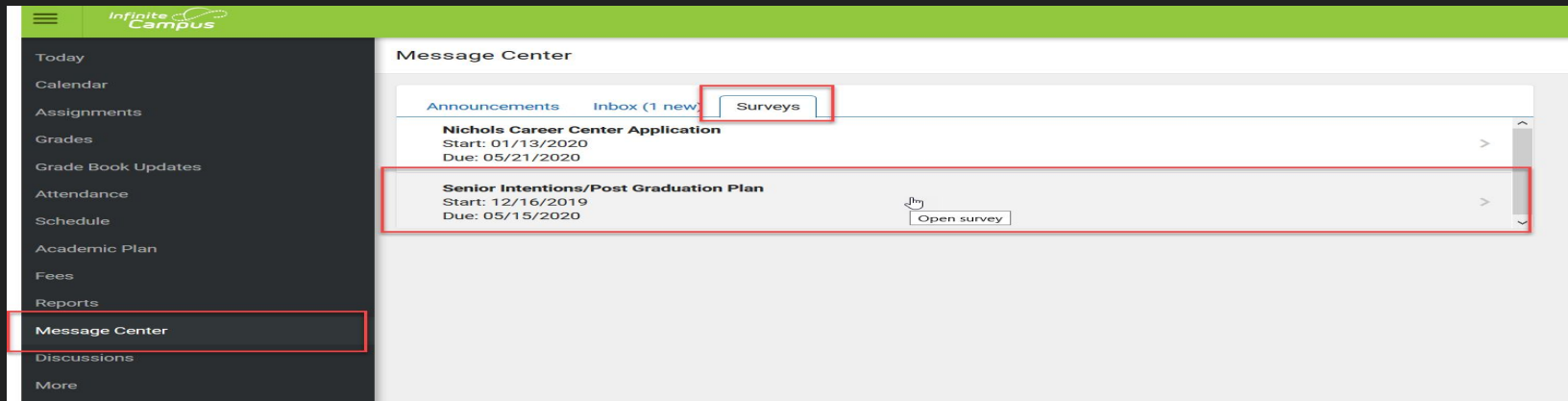
4:30, 5:30, OR 6:30 PM

CCHS BLACK BOX

# Senior Intentions

ALL SENIORS MUST COMPLETE A SENIOR INTENTION. THIS NOTIFIES THE COUNSELING OFFICE WHERE YOU WANT YOUR FINAL TRANSCRIPT SENT.

- Due to the counseling office by **Friday, April 14 at 3:40 p.m.**
  - **Let's do this now**
- Please note any changes made after **Friday, April 14 at 3:40 p.m.** will not be reflected in the graduation program.



# Requesting Transcripts

How do I request transcripts after I have graduated? ***You will need to go to our [Capital City High School website](#), click on "Guidance and Counseling" in the top grey header. From there click on "Transcript Request Form". Please note it takes 2 to 3 days to process your request. You can also call Sarah Jones in the counseling office at 573-659-3242 for any questions, but form on website must be used.***

When will my final transcript be available? ***Final Transcripts will be ready approximately 10 school days after graduation. Transcripts will be sent to the destination chosen based off your senior intentions. If you do not fill out your senior intention, your transcript will not be sent automatically.***

What to do if you are starting college and your final transcript is not ready? ***You can ask your counselor to provide a letter stating your on track for graduation and the date your final transcript will be available.***

# Chromebooks

Graduating senior who paid their Chromebook insurance  
every year

they were with us will get to keep their  
Chromebook (series 3180 or 3100).

**All other will need to return their Chromebooks.**

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## Chromebook Ownership Transfer

Anytime from now until May 8th in the library

During your Cav Time, Lunch, or before/after school.

Go to the Library and see Ms. Patty with your Chromebook.

Chromebooks are the possession of JCSD until May 10th.

This includes insurance coverage.



# Your Student Google Account Will Close May 15!

Use a flash drive to download files

Complete Moving Files Before May 15

Download and save your file as a PDF. Copy your archive to ***another*** computer, flash drive or service. You could even email your archive.

**Be sure this is done before your account closes on May 15.**

# Things to Consider: Graduation is Close, but not if...

If you have earned graduation status, it does not mean that you will participate in the ceremony if you get in trouble.

Senior Pranks are not allowed unless Mr. Meldrum has approved them.

Suspensions that would extend beyond May 10th will result in you losing the right to walk at Graduation.

Big ones that are clear cut that you can not come back from; weapons (including mace and items stored in your vehicle), drugs and alcohol, vandalism, fights, and disruption that warrants a long term suspension.

# Commencement Day: May 12

Time: 7pm at Capital City High School in the stadium unless Inclement weather then it will be in the gym.

- Cap and gown must be worn during commencement.
- NO ALTERATIONS MAY BE MADE TO CAP OR GOWNS. You are graduating as a uniformed class
- Boys should wear dress shirts with collars, tie, dress slacks (no jeans), and dress shoes.
- Girls should wear dresses, skirts, slacks (no jeans), and dress shoes (be careful of flip flops or high heels).
- Tassels are worn on the right side of the cap.
- No flowers, corsages, cameras or purses will be worn or carried during the ceremony.
- Seniors may enter at 6 pm and Must be lined up by 6:30 pm.
- Doors will open at 6:30 for all guests



If we have inclement weather each graduate will get 6 - 8 tickets

If outside, attendance will not be limited.

# Baccalaureate:

May 7th 2:00-3:00 pm at Miller Performing Arts Center

Baccalaureate is a religious services held before commencement, containing a farewell sermon to the graduating class.

Jefferson City School District will host the baccalaureate celebration with CCHS graduates along with JCHS graduates.

Dress: Cap, Gown, Tassel

This is a great opportunity to get more pictures of the graduate with friends, family, or in the community.



# “Seniors’ Last Day”: May 10 Beginning at 10:45 am

All Graduates will:

- ❑ First seniors will report to your 3rd period for your “last roll call”
- ❑ After announcement is made, report to the gym for further instructions

Drumline escort of “Last Walk”

Parents are welcome to attend

Parents will sign in the front office between 10:30 and 10:45  
and hold in the cafeteria

After the seniors complete the “Last Walk” they will walk out of the back doors where they will “bang the gong”.

Following the gong, we will hold a graduation practice in the stadium.

# Project Graduation

Project Graduation is a free celebration for graduates of CCHS only hosted by parents of CCHS.

Friday May 12th Doors open at 10:00 pm and lock at 10:30 pm.  
Graduates are free to leave at 3 am.

Signup is required: <https://forms.gle/9vV1mp5Rjfa3itV7A>

Deadline to guarantee shirt and prize is Friday, April 15th.

Let's Do this now

We need parent volunteers and food items donated  
To sign up go to: [2023 Project Graduation: 2023 Project Graduation \(signupgenius.com\)](https://signupgenius.com/2023-Project-Graduation)

Let's Do this now



# Senior Calendar

May 10 10:35 am

Senior's Last Day:

Drumline/Ringing Senior Bell

Graduation Practice (seniors only)

May 12 7:00 pm

Commencement Services @ CCHS May 13

May 12 10 pm - 3 am May 13

Project Graduation

Sign up by going to <https://forms.gle/9vV1mp5Rjfa3itV7A>

# Be Sure You...

- ❑ Passed all Grad Requirements: Citizenship, US/MO Cons, and CPR
- ❑ Returned/Transferred your Chromebook
- ❑ Signed up for Project Graduation <https://forms.gle/9vV1mp5Rjfa3itV7A>
- ❑ Have ordered/picked up your Caps and Gowns
  - ❑ Contact Jostens if not Contact [showmetradition@jostens.com](mailto:showmetradition@jostens.com) 573-442-2855
- ❑ Completed your Senior Intention form (Infinite Campus)
- ❑ Checked Fines and Fees (Infinite Campus)

**If so, then you are ready to graduate!**

# No Longer a Student after May 10

When you visit the school **after May 10** you are no longer a student, you are an alumni...

- ❑ If you have money on your lunch account: Email [heidi.lafave@jcschools.us](mailto:heidi.lafave@jcschools.us)
- ❑ You will need to sign in the office to visit.
- ❑ Return/Pickup all items by May 10
- ❑ You will need to go to our website to get a Transcript. Do not come by the school.
- ❑ You may not hang out in the parking lots or come into the building during the school day.
- ❑ Student account is closed, get everything changed by May 15

# Questions

- Chromebooks, stop in the library and ask
- No Longer a student after 5.10.23
- Last Day to Turn in Work 5.10.23 10:30 am
- Transcripts: What do you do for these?
- Graduation Ceremony: Lots will be answered on May 10th



Email [shanna.schwarzer@jcschools.us](mailto:shanna.schwarzer@jcschools.us), [tim.ritter@jcschools.us](mailto:tim.ritter@jcschools.us),  
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