TWIN PEAKS CHARTER ACADEMY

# *Graduation Newsletter*

**Woo hoo! It's almost time to graduate. Here's some information to help you with your planning.**

Senior Checkout Seniors, we will be asking you to complete a check out form during Seminar on April 17th. I will be available to help you make sure you've completed everything you need to before graduation. This includes making sure fees are paid and plans after high school are finalized and documented. If you are not able to attend seminar on this day, it is your responsibility to contact me for the form. Once it is completed, you will receive your graduation cap and gown!

## Scholarship Award Money and College Acceptance

As a part of the checkout process, please report college acceptances and scholarship award money to the secondary office. You may do so by forwarding any award letters you have received by email to Ms. Cook or bringing your award letter to the front office so that a copy can be made for Twin Peaks.(Please do this even for schools you will not be attending.) This information enables us to celebrate your accomplishments!

## Final Transcript Request/Post High School Information Form

The college you plan to attend will likely require a final transcript. If your college has provided you with specific directions about your final transcript, be sure to let me know. I will upload final transcripts to the Common App for all students who have invited me as a counselor. I will also email a final transcript to parents.

## Outstanding Fees

Parents, an important part of the senior checkout process is taking care of any fees your student has accumulated. This information is on Infinite Campus and includes fees from our school as well as any fees from previous schools your student has attended. Failure to pay fees will prevent your senior from participating in our graduation ceremony.

## Graduation Announcement

You may use this link to order graduation announcements from Balfour. You may also create your own announcements without the Twin Peaks emblem if you would like. We will present each graduate with a graduation yard sign as a gift from the school in May.

## Senior Lock-In

The Senior Lock-In will be April 18th-19th on campus. Permission slips will be required for attendance, and more information is forthcoming.

## Senior Finals Schedule

Senior Finals will take place May 13-15. If you have an 80% or better in a class on May 10th, you do not have to take the final for that class, though you may choose to. If you choose to take a final, notify your teacher no later than May 10.

Senior finals will be available starting at 8:00 a.m. on May 13th following the block schedule and need to be completed by 11:00 a.m. on Wednesday, May 15th. You are not required to complete your finals in a certain order. Finals may be picked up in the secondary office in exchange for your phone and must be immediately taken to the teacher running study hall at that time for proctoring.

## Senior Luncheon, Send Off, and Awards - **May 15th**

- **11:00 a.m.** Go to **the Commons.** Ms. Burns will guide you in a walk through of graduation. Please bring your gown for this event. All seniors need to attend
- **12:00 Yearbooks** This will be a time for you to reminisce, sign yearbooks, and celebrate your last official day at Twin Peaks.
- **12:00-1:30 Senior Luncheon** The school will be providing food and drinks for seniors and their parents. **Parents are invited and encouraged to come! Please check in through the secondary office.**
- **1:30** prepare for Senior Send Off (put on caps and gowns)
- **1:45 Senior Walk**. This will begin in the Foreign Language Hallway and proceed through the school. **Parents are welcome!**
- **Senior Awards** Immediately after the Senior Walk. **Parents are encouraged to attend!**

## Graduation Day

Graduation will take place at **10:00 am on Saturday, May 18th**. It will be held on our TPCA Athletic Field (where the track is located.) Seating is provided and gates will open at **8:00 a.m**. Graduates need to arrive at the Character Center by **9:00 a.m.** We will have breakfast burritos. Graduates will follow staff out the athletic entrance and head to the field. In the event of inclement weather, the ceremony will be moved to the Commons.

***Graduates may decorate their caps as long as it is appropriate and not offensive in any way. Graduates will receive their caps upon completion of the check out form.***

**Please contact Ms. Cook if you have any questions regarding the information given in this letter.**

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