



**Woodrow Wilson High School**  
**Senior Swap Event**  
June 13th, 2020  
9:00 am - 12:00 PM and 5:00 pm - 8:00 PM



Graduates,

Congratulations on making it to graduation! It has been a joy to work with you this year, and I am excited to see each of you move on to the next stage of your life. We want to give you the proper send off and provide a safe opportunity to turn in all remaining Woodrow property. Please find your ID number on the [spreadsheet](#) to see what you need to return before taking your picture and receive your diploma. You will not receive your diploma or regalia until you return the designated items.

**“Preparing to Swap” Checklist**

- Check [here](#) for items to return.
- Review [Appointment](#) time to arrive.
- If you are experiencing any symptoms you must stay away. Send an email to Mr. Meaker at [pmeaker@dallasisd.org](mailto:pmeaker@dallasisd.org) and we can coordinate how we can work with you.
- See [map](#) of event.
- Request [Transcripts](#) after June 13th (they do not become official until June 13th), but you must bring self addressed stamped envelopes for schools that need transcripts mailed directly from the high school. However, the fastest way is through your student’s Greenlight account.

**“Swap Day” Stations**

**Safety Protocols** ([TEA Requirements](#)): all participants must wear a mask until they take their picture. Please stay 6 feet apart from other families by staying on the set path. Once you have completed the stations, please leave the campus for others to be able to arrive and minimize people on campus.

1. Park in staff parking lot
2. Check in and return any technology or school items outside gym doors
3. Pick up regalia and transcripts
4. Receive diploma, have your name announced, and get your picture taken from Flash photography
5. Family picture station in front of the school
6. Walk on the sidewalk around the school to follow social distancing protocol

## FAQs

- **Who can attend?**
  - Each student may have two guests with them.
- **When do I show up?**
  - Please check-in at the time allotted on the schedule next to your name.
- **Where do I park?**
  - The teacher parking lot near the gym (see the map).
- **What to wear?**
  - **Ladies** – Cap and gown over dress; dress should not be longer than the gown. Dark shoes – no tennis shoes or athletic shoes. Caps are to be worn flat on head; nothing should be allowed on mortarboards except tassels.
  - **Gentlemen** – Cap and gown over slacks and dress shirt. Dark shoes - no tennis shoes or athletic shoes and no jewelry. Caps are to be worn flat on head; nothing should be allowed on mortarboards except tassels.
- **What safety protocols are in place?**
  - Students must park in student or faculty parking lots with at least one space between vehicles.
  - Students and families must stay 6 feet away from each other at all times and follow staff directions.
  - Here is the [map](#) to explain the route you will take upon arriving.
- **What regalia will I receive?**
  - Each student will receive a bag with their remaining regalia and transcripts requested in it before they reach the stage.
- **Who do I contact with questions:**
  - Cohort 2020 Assistant Principal Mr. Meaker ([pmeaker@dallasisd.org](mailto:pmeaker@dallasisd.org))