

# West Graduation Class of 2022

## CAPS & GOWNS

**All remaining Jostens's orders are in Student Services for pickup.** See Mrs. Portz. If you have NOT placed your order, please go online to [jostens.com](http://jostens.com) as soon as possible. Any questions you can contact our Jostens representative, Chad Kilton at [chad.kilton@jostens.com](mailto:chad.kilton@jostens.com).

Be sure to try on your gown, ASAP, and check that the length is at your calf. As we get closer to June 11th, Jostens will not be able to guarantee timely exchanges.

**Note: NO decorations will be allowed on the caps. Formal attire under the gown is encouraged. This is a formal event.**

In the event there is a financial hardship, please see your counselor or Mrs. Portz, no later than Monday, June 3<sup>rd</sup> to check if we have a cap/gown available for you to borrow for the ceremony.

- ☐ **PURCHASING A STOLE and/or TASSEL (IF YOU DID NOT ORDER A GOWN):** Available in Student Services- See Mrs. Portz.

Stole: \$10.00

Tassel: \$10.00

☐ **Library Obligations and Senior iPad TURN IN:** [Library Obligations and Senior iPad Turn-In](#)  
**All Seniors iPad return:** [All seniors](#) must bring their iPad to the Library to return their device during iPad return. *Even if you purchased the device, you MUST come to the library for the return.*

Letters A-G will return Tuesday, June 7th 11 a.m.- 2 p.m.

Letters H-M will return Wednesday, June 8th 11 a.m.- 2 p.m.

Letters N-Z will return Thursday, June 9th 11 a.m.- 2 p.m.

You may return your iPad early. **If you need your iPad beyond your scheduled return day, you must speak with Mrs. Dutter in the library so it is noted.** Failure to return on your date, without proper communication, will result in the iPad being locked down and a \$489 fee added into your IC account.

- ☐ **SENIOR WALL:** Don't Forget! As you are finalizing your plans for after graduation, please email Mrs. Portz, [mportz@waukeshak12.wi.us](mailto:mportz@waukeshak12.wi.us) with details and a copy of your senior picture. Your information will be posted in the main hallway for all to celebrate. Congratulations on all you have accomplished already.
- ☒ ~~Seniors who went to Rose Glen:~~ Senior walk through on Friday, June 3<sup>rd</sup> at 3 pm. All students can meet me in the front parking lot and we will go in together. All students should wear their cap, gown, stole and tassel.
- ☒ ~~Senior who went to Prairie Elementary?~~ Please plan to attend our **Senior Walk-Through** on Tuesday, May 31<sup>st</sup> at 2:30pm. Graduates should wear their cap, gown, stole and tassel. Please click on the link provided to RSVP for this [RSVP for Prairie Senior Walk-Through](#)
- ☐ **Seniors who went to Randall STEM:** Please plan to walk the halls in your cap and gown this Thursday, June 9th. If you are able to attend, please check in at the main entrance at STEM Randall between 10-10:15 with your drivers license or school photo ID. Our students will be ready to cheer you on a route through the school beginning at 10:15/10:20am.

- ☒ ~~GRADUATION PRACTICE (MANDATORY)~~

Graduation practice is scheduled for **Friday, June 3<sup>rd</sup>, in the West Auditorium.** Practice will be from 9:30-11:00 with picnic to follow. Seniors do not have to attend school prior to practice or after picnic.

# West Graduation Class of 2022

Picnic questions should be directed to Mrs. Punzel- [lpunzel@waukesha.k12.wi.us](mailto:lpunzel@waukesha.k12.wi.us)

Name cards will be set out on each chair in the auditorium alphabetically. Please sit in your assigned seat. We will be practicing walking down to the field house and proceeding to your approx. seat location as it will look on graduation day.

**UPDATED** [GRADUATION SEATING CHART](#)- The seating chart is approx. Students will fill in all seats (we will not have spaces for students that do not attend). However the side of the fieldhouse that is listed will NOT change.

## ☐ WHO WILL WALK AT GRADUATION?

Seniors who meet **ALL** graduation requirements or who are no more than 1.00 credit short will be permitted to participate in the graduation ceremony. If you are in doubt about whether you will graduate, keep in touch with your counselor. If it is determined that you will **NOT** be graduating, your counselor will contact you on or before June 11.

## ☐ GRADUATION: SATURDAY, JUNE 11TH

Graduation is scheduled for Saturday, June 11th at 11:00am. The ceremony will be held in the Field House.. ALL STUDENTS SHOULD ARRIVE AT 10:00 IN THE AUDITORIUM.

**Note: NO decorations will be allowed on the caps. Formal attire under the gown is encouraged. This is a formal event. We do not encourage heels.**

## [2022 GRADUATION LIVE STREAM LINK](#)

Below are the URLs to access the graduation ceremonies happening this Saturday, June 11th, 2022 through the Youtube live stream. Thank you.



[GRADUATION SEATING CHART](#)- Students will have assigned seats (listed). Parents may sit in the bleachers or black chairs in back of the graduates. Tickets are NOT required for admission. Doors will open at 10:00am. If you don't see your name please contact [mportz@waukesha.k12.wi.us](mailto:mportz@waukesha.k12.wi.us) ASAP so we can fix this before graduation day. (LARGE LAYOUT SO DON'T FORGET TO SCROLL TO THE RIGHT)

- ☐ **DO YOU HAVE A FAMILY MEMBER WHO IS HEARING IMPAIRED?** If so, please contact Mrs. Paulin [kpaulin@waukesha.k12.wi.us](mailto:kpaulin@waukesha.k12.wi.us) or Mrs. Portz [mportz@waukesha.k12.wi.us](mailto:mportz@waukesha.k12.wi.us) by Friday, May 20. We are required to contact the School District Office to reserve an interpreter in advance.

# West Graduation Class of 2022

## ☐ **DIPLOMAS- Diplomas have been printed**

Diploma covers are distributed at graduation. Actual diplomas will be handed out in the Library after the ceremony. Graduates ONLY will recess out of the field house and will go directly to the library. Graduates should plan to meet their family outside after they pick up their diploma.

- Seniors provided their name and the spelling of their name. These names were used to print their diploma, name card, seating chart & program

## ☐ **PHOTOS**

A professional photographer will be at the graduation ceremony to photograph each student individually. Empire will email the students and parents the proofs this summer to order online through their website.

## ☐ **PROJECT GRADUATION (Parents): The final countdown is on for West's "Senior Send-Off" sponsored by Project Graduation, June 11th from 9 p.m. to 3 a.m.**

**FRESHMAN, SOPHOMORE & JUNIOR PARENTS:** We are **still in need of volunteers** to continue the 35 year tradition and make this night a success and a memorable end for the Class of 2022 and beyond!

***We especially need assistance Saturday afternoon for set-up so our Senior families can enjoy time to celebrate after graduation.***

PLEASE consider signing up and see what is in store when your child is a Senior:

[Volunteer Sign Up](#)

## ☐ **PROJECT GRADUATION (STUDENTS):** Are you ready to SEAS YOUR FUTURE and ride a wave out of West HS? **SENIOR SEND OFF** sponsored by Project Graduation is approaching quickly. Don't miss this fun tradition celebrating YOU, the most recent graduates of West, held the night of graduation, **June 11th from 9pm - 3am. You can still purchase [tickets](#) Tuesday, May 31st - Friday June 3rd, before school and during lunch by the front desk. [Ticket Order Form](#)** If you already submitted a pre-order form, stop by the front desk to pick up your ticket and t-shirt.

## ☐ **FINAL TRANSCRIPTS:** Graduating seniors will not be able to access Xello with their school email (after summer school ish). However, there is a way they can add their personal email to Xello to keep their access. Here is [how](#), Please email Mrs. Portz with any questions. If you have trouble with Xello please email Mrs. Portz the name of your school that needs your final transcript. Please try Xello first so you can see the confirmation that your school received it.

## ☐ **Senior Lunch Balances:**

Following graduation, any remaining senior food service balance is used to pay any outstanding fees. If all fees are paid in full, the food service balance is transferred to the next youngest sibling's food service account. If there are no younger siblings, the fee is refunded to the family. This may be in the form of a credit card refund if there was a recent food service deposit, or we will send a check. Checks will be sent out the end of June. Parents - PLEASE ENSURE THAT FOOD SERVICE AUTO-REPLENISHMENT IS TURNED OFF. If any family prefers that their remaining balance be donated to a help another student in need, please have them email me at [dchapin@waukesha.k12.wi.us](mailto:dchapin@waukesha.k12.wi.us).

## ☐ **Immunization Records:** If you would like a copy of your immunization records we have on file please email Maureen Portz at [mportz@waukesha.k12.wi.us](mailto:mportz@waukesha.k12.wi.us) and she will email you a copy for your records.