



**PARENTS:** the following information was shared with your senior & must be completed by Friday, May 26.

## **SJHS SENIOR To-DO LIST:**

**SENIORS: You've made it to your LAST WEEK OF HIGH SCHOOL.**

Please be sure to check the important end of year "to-do" list below.

**You must complete all 8 steps by Friday!**

See your counselor if you have any questions.

---

### **SENIOR TO-DO LIST:**

**1.** Time Capsules will be available in Guidance if you did not pick yours up during lunch.

**2.** Pick up Senior Academic Awards in Guidance if you missed the Awards Ceremony.

**3.** Request your FINAL transcript via Parchment.com  
and select "HOLD FOR GRADES," not "send now."

*Final SJHS grades will be tentatively posted and transcripts released on June 9.*

In addition, if you have LMC Dual Credit courses to transfer to your college you must request your transcript be sent from Lake Michigan College to your final college **ON or AFTER June 16 ONLY**, using your LMC Parchment account.

Details on how to send your SJHS/LMC final transcript(s) found in Google Classroom.  
*Your college/university will NOT accept St. Joseph High School transcripts for college credit.*

**4.** Complete Senior Post-Grad Survey - graduation requirement.

**5.** Transfer your @stjoebears Google files to a personal account.  
directions from Mrs. Hoskins in Google Classroom on 5/17/23.

**6.** Pick up Senior Sign Out Form on Wed. and turn in at the end of day **Friday, May 26**.

*Clearance for an early release on May 26, or to be eligible to walk at graduation will be granted only after this form is complete and submitted to the appropriate counselor.*

**7.** Laptop and CHARGER returns during lunches on Thursday and Friday.

**8.** Have you picked up your cap & gown in Guidance?

---

**For planning purposes see End of Year links below:**

[Parent Letter](#)

[Parent Letter page 2](#)

[2023 End of Year Events Calendar](#)

[2023 Grad Instruction Sheet](#)