**2021 Colonel Gray Graduation Memo**

Important Dates and Information for Graduating Students

**Student Services Department Notes:**

* All students going to a post-secondary institution next year are required to complete a**FINAL TRANSCRIPT REQUEST FORM** on the green sheet and turn it into Valerie in student services.  The cost is $2 per transcript.  The green form and money must be into student services by June 18 to ensure that your final transcript is sent in a timely manner.
* Any student receiving a scholarship who would like to be recognized at graduation must **turn in a copy of the letter with the scholarship offer to student services before the final day of exams (June 14)**.  In the past, many students did not do this and as a result were not recognized at graduation.  Please bring in a copy of your accepted offer so that we do not miss you.
* Your grad picture by Heckbert’s Photography taken earlier this year will be used for the grad composite of the class of 2021. If your picture was not taken by Heckbert’s, you need to contact them as soon as possible. **Only the pictures taken by Hekbert’s go on the wall composite.**

**Monday, May 31, 2021**

* Students will receive School Cash statements on June 1st. Fees can be paid [on-line through School Cash](https://esd.schoolcashonline.com/) or in the main office by cash or cheque. Grads must **have all accounts settled** before a graduation gown will be assigned on June 18, 2021 and before a final transcript is sent out. This statement will include items up to May 31. Unreturned items such as sport uniforms or lost textbooks may need to be added at a later date.

**Dates to be confirmed – Prom Bracelet Sales**

* Prom bracelets will be available to purchase from Mrs. Profit in the Library. Please keep an eye on the Graduation 2021 Google classroom for details. Bracelets will be $15 each.
* In order to meet CPHO requirements for contact tracing lists , the last day to purchase a bracelet will be Monday, June 14.

**Tuesday, June 8, 2021 Homeroom – tasks for graduating students**

* All overdue library books are to be returned or paid for to Mrs. Profit.
* Lockers must be emptied with the lock given to your **homeroom teacher of first semester.**
* Textbooks must be returned to subject teachers on the last day of classes (June 8), or on the day of that final assessment.

**Wednesday, June 9 to Monday, June 14, 2021 – Final Examinations:**

* Examinations will be written in the same classroom that you normally attend, unless your teacher mentioned another location.
* Colonel Gray policy states that exams are to be written on the day they are scheduled. Only in extenuating circumstances such as illness or bereavement are exams re-scheduled.
* Permission to rewrite at a different time must be requested by the parent and obtained from Ms. Lecours prior to the scheduled exam time.

**Wednesday, June 16, 2021 - Prom – Delta Hotels Prince Edward**

* Details of cohorts and times have been shared through the Google classroom Grad class. Students need to pre-purchase a bracelet(s) and 2 extra bracelets will also be provided for parents if they wish to attend.
* Prom Details:
	+ Prom is an activity that is hosted by parents and supported by teachers and administrators.
	+ Guests (dates), tuxedos, gowns, are not expected or required. Just dress up and enjoy the evening.
	+ Guests must be of “high school age” (less than 21 years old) or have special permission from Ms. Lecours.
	+ Some teachers and students are hosting a Prom Spa at the school on prom day for any grad who would like to have his/her hair and make-up done and prep for the prom. Please see Ms. Arbing to set up an appointment.
* The prom is organized by a group of Colonel Gray parents. **This event is the only prom activity endorsed by Colonel Gray staff.** Any other prom party is left to the discretion of the students and their parents and everyone should keep in mind the Covid restrictions we must still follow.

**Friday, June 18, 2021 – Gown Fitting and Report Cards - Colonel Gray Cafeteria**

* 8:30 a.m. – 3:30 pm. – Students arrive at the school and will enter by the main entrance only. Please respect social distancing and wear your mask while in the school.
* **All School Cash accounts must be paid in full before you receive a note giving you access to the cafeteria and its various stations.**
* The note will allow you to receive your report card before you get fitted for a gown.
* Textbooks, library books, and other items should be returned or paid for in advance to facilitate this process.
* You will also be able to fill out the form for your final transcript ($2 each).
* We will also confirm your date, time and entrance for the graduation.

**Tuesday, June 22 & Wednesday June 23, 2021 - Graduation Ceremonies at Colonel Gray Gymnasium**

* Dress formally: Girls wear a dress, skirt, dress pants, blouse, and dress shoes. Boys wear dress pants, shirt with or without a tie, dress shoes.

Graduations will take place at 10:00 a.m. 1:00 p.m. and 3:00 p.m. each day.

As we have to adhere to CPHO guidelines, we will need to create 3 cohorts: A- B-C . Each cohort will have a separate entrance/exit and washrooms.

* Students will walk on stage to receive their diplomas, only while on stage can the mask be removed for pictures. Masks must be put back on before returning to your seat.
* As per CPHO plan, people from different cohorts cannot mix.
* Each student will be allowed 2 guests and students and guests will sit together as a trio. Guests can be parents, siblings, friends, etc.
* We will use a process of registration called Sign-Up Genius that will be open from June 1st (8:30 AM) until June 8th (4:00PM)  ,  on a first come, first serve basis. On the day of the graduation, each student will need to provide a phone number for contact tracing purposes.
* The ceremony will be lived streamed and a photographer will be taking pictures that will be shared with students the next day.
* You will return your gown before you exit the gymnasium.