



2023 Sequoyah High School Guidelines for Graduation Practices and Ceremony



Graduation from high school is an event that comes only once in a lifetime. Your parents, relatives, friends, and, most importantly, you, deserve a graduation ceremony that will be dignified and memorable. Your cooperation is essential. The following guidelines explain what is expected of you.

Chiefs 2023 Remind101 Group

Sign up for important updates and reminders regarding all Senior activities, including graduation, through the Remind101 communication platform. More information regarding how to sign up is located on the [Senior Information](#) page of Sequoyah High School's website.

Ceremony Participation Requirements

- Seniors must complete all course work (make-up tests, finals, etc.) by Wednesday, May 17th at 3:15pm and satisfy graduation requirements by this time in order to participate in the graduation ceremony.
- Seniors must clear all outstanding debts by Wednesday, May 17th at 3:15pm in order to receive your diploma.

Graduate Name Pronunciation

Graduates participating in the Graduation Ceremony are asked to complete a survey regarding the pronunciation of their full name. This information must be completed by Friday, March 31st using your CCSD account. This link is located on the [Senior Information](#) page of Sequoyah High School's website. You may also scan the QR Code to the right to access the survey.



General Graduation Ceremony Information

- Sequoyah High School's graduation ceremony is Friday, May 26th at 4:00pm at First Baptist Church of Woodstock (11905 Hwy 92, Woodstock, GA 30188).
- Graduates are to report to the Chapel by 2:30pm.
- All parents and guests must enter through the main entrance to the Worship Center. Doors for the general public will open at 3:00pm. Parents and guests will not be allowed in prior to 3:00pm.
- The graduation ceremony may be viewed LIVE on the internet at www.fbcw.org.
- Students will turn off Neese Road and park in front of Building A.
- Parents and guests will use the main entrance off of Highway 92 or Trickum Road and park in the designated area for parents and guests. Handicap parking is available.

Practice Guidelines/Information

- Seniors participating in the ceremony, including those that attended alternative high schools, **MUST** be present at the ENTIRE graduation practice the morning of Thursday, May 25th (tentatively from 8:00am – 10:00am). DO NOT BE TARDY! Failure to attend this practice will result in not being able to participate in the graduation ceremony. Adjust your plans now so that you can be at practice.
- All CCSD Rules and Regulations are to be followed. This includes CCSD dress code.
- Any breaking of school rules during practice will result in student not participating in the graduation ceremony.
- No food or drink is allowed.
- Transportation to and from all practices is the responsibility of the student/parent.
- Students will be receiving several items at the practice such as the student's cumulative file, honor cords, graduation programs, diploma, and other misc. items. If the student is not participating in the ceremony, these items may be picked up during normal business hours beginning Tuesday, May 30th.

Graduation Ceremony Guidelines

- All CCSD Rules and Regulations are to be followed.
- The graduation ceremony is a privilege – **not a right**. Any behavior which draws attention to you as an individual or detracts from the dignity of the ceremony itself will result in your removal from the ceremony and a record of the incident will be recorded on his/her permanent record.
- No items, except for the cap/gown are to be brought to the graduation ceremony by the graduate. These include but are not limited to: hangers, cell phones, purses, bags, cigarette lighters, vapes, etc.
- Attire:
 - Senior males should wear dark pants, white shirt, black dress shoes, and dark socks.
 - Senior females should wear dark dress (if the dress does not show below the gown, any color will be OK) and black dress shoes, low heels are recommended.
 - Not permitted are shorts, jeans, t-shirts, flip flops, tennis shoes, extremely informal attire inappropriate for the occasion, or any decoration or deviation from the traditional cap and gown, which would draw undue attention to the individual.
 - Only approved academic regalia allowed: honor chords, tassels, medallions, etc.
 - The administration in charge has the final decision in denying a graduate's participation due to inappropriate attire.
- Decoration to graduation caps is prohibited. Students violating this rule will have to purchase a new cap at the graduation ceremony.
- Graduation caps are not thrown in the air inside the facility. After the recessional, everyone will go out in front and caps will be thrown at that time.
- Spectators should remain in their seats during the ceremony. No one is allowed to move up front or into aisles to take pictures of their graduates.
- Absolutely no food or drink, noisemakers, balloons, or signs will be allowed inside First Baptist Church of Woodstock (FBCW). These will be confiscated by security.
- Please pre-arrange with your family a meeting place for after the ceremony.

Students Not Participating in the Graduation Ceremony

Any student not participating in Sequoyah's Graduation Ceremony is responsible for a diploma fee of \$30.00, which must be paid directly to Herff Jones. Diplomas are available for pick up from Student Services beginning Tuesday, May 30, 2023. Graduates must bring a copy of their receipt from Herff Jones when picking up their diploma. Diplomas will NOT be mailed.

Graduation Gowns

As you are preparing for graduation, please take a moment to make sure that you & your gown are ready for the big day!

- Any student participating in the graduation ceremony is required to order a cap and gown from ATL Grad. All information is found on their website at www.atlgrad.com. The graduation gown is a unique gown manufactured specifically for Sequoyah graduates which includes the Sequoyah Chief logo. **No other gown is permitted.**
- Students do not return their graduation cap or gown. They are both for the student to keep as a souvenir.
- Upon receiving your cap and gown, immediately take it out of the bag and hang it on a hanger. There is no need to wash the gown as your gown is delivered properly cleaned. If necessary, only steam the gown – DO NOT IRON.
- If your cap or gown does not fit, please contact ATL Grad directly at 770-795-1626. There will also be a representative available on the day of graduation for any last-minute problems. PLEASE DO NOT WAIT until then if you know there is a problem today!

Video of Graduation Ceremony

A free digital download of the entire graduation service will be available starting June 1, 2023 at www.cherokeeconomygrad.com. This link will also be on the [Senior Information](#) page of Sequoyah High School's website. Scan the QR Code to the right to also access the website.



Graduation Pictures from Cady Studios

- All graduates will be photographed. Both a candid onstage and posed offstage picture will be taken.
- Students/parents will receive an email within 48 – 72 hours of Graduation with a link to view the graduation images.
- No obligation to purchase.
- Please allow 2-3 weeks for delivery.

Family and friends are asked not to leave their seats to take photographs during the ceremony.

Final Transcripts

To send your Final Transcript to the college of your choice you will use GA Futures or Parchment. Set up your free account with both. You will be able to send your final transcript to any college in Georgia through GA Futures for free. You can go to Sequoyah's website and click on the Request Transcript button. Set up your free Parchment account and send your transcript anywhere in state or out of state for a \$5.90 fee. Both links are listed below.

All final transcripts will be uploaded to both GA Futures and Parchment by the end of June, if there are no complications. As soon as they are uploaded, an email will be sent to all graduates. **DO NOT ATTEMPT TO SEND A FINAL TRANSCRIPT UNTIL AFTER YOU HAVE RECEIVED THIS EMAIL.** If you do not wait, you will only be sending transcripts that were uploaded in January.

<https://www.gafutures.org>

<https://www.parchment.com/u/auth/login>

Cumulative File

Graduates will receive at practice on Thursday, May 25th several registration documents that are included in their cumulative file. These items may include, but are not limited to, any of the following: copy of birth certificate, copy of social security cards, medical records, etc.

Post High School Survey

Graduates are asked to complete a survey regarding their plans for after high school. Please complete this online questionnaire, located on the [Senior Information](#) page of Sequoyah High School's website, by Friday, May 12th. You may also scan the QR Code to the right to access the survey.



Senior Day

Senior Day, consisting of the senior slide show, activities, and lunch is Wednesday, May 17th after the last final exam. All Seniors at SHS are required to RSVP by Friday, April 28th for planning purposes (specifically the lunch order) by completing the online form located on the [Senior Information](#) page of Sequoyah High School's website. You may also scan the QR Code to the right to access the form.



Seniors have until Friday, April 28th to submit a picture for the Senior Slide Show. Pictures can be submitted by email to sequoyahchiefsyearbook@gmail.com.

Senior Walk at Elementary Schools

The four elementary schools that feed into Dean Rusk Middle School and Sequoyah High School would like to have their former students that are graduating this year attend an informal "Graduation Walk" at their former elementary school. If you wish to participate in this optional opportunity, please indicate this by completing an online questionnaire located on the [Senior Information](#) page of Sequoyah High School's website. You may also scan the QR Code to the right to access the form.



Sequoyah High School will not be providing transportation to the elementary schools. More details about participation will be communicated through Remind101. Please contact the elementary school you attended if you have any questions.

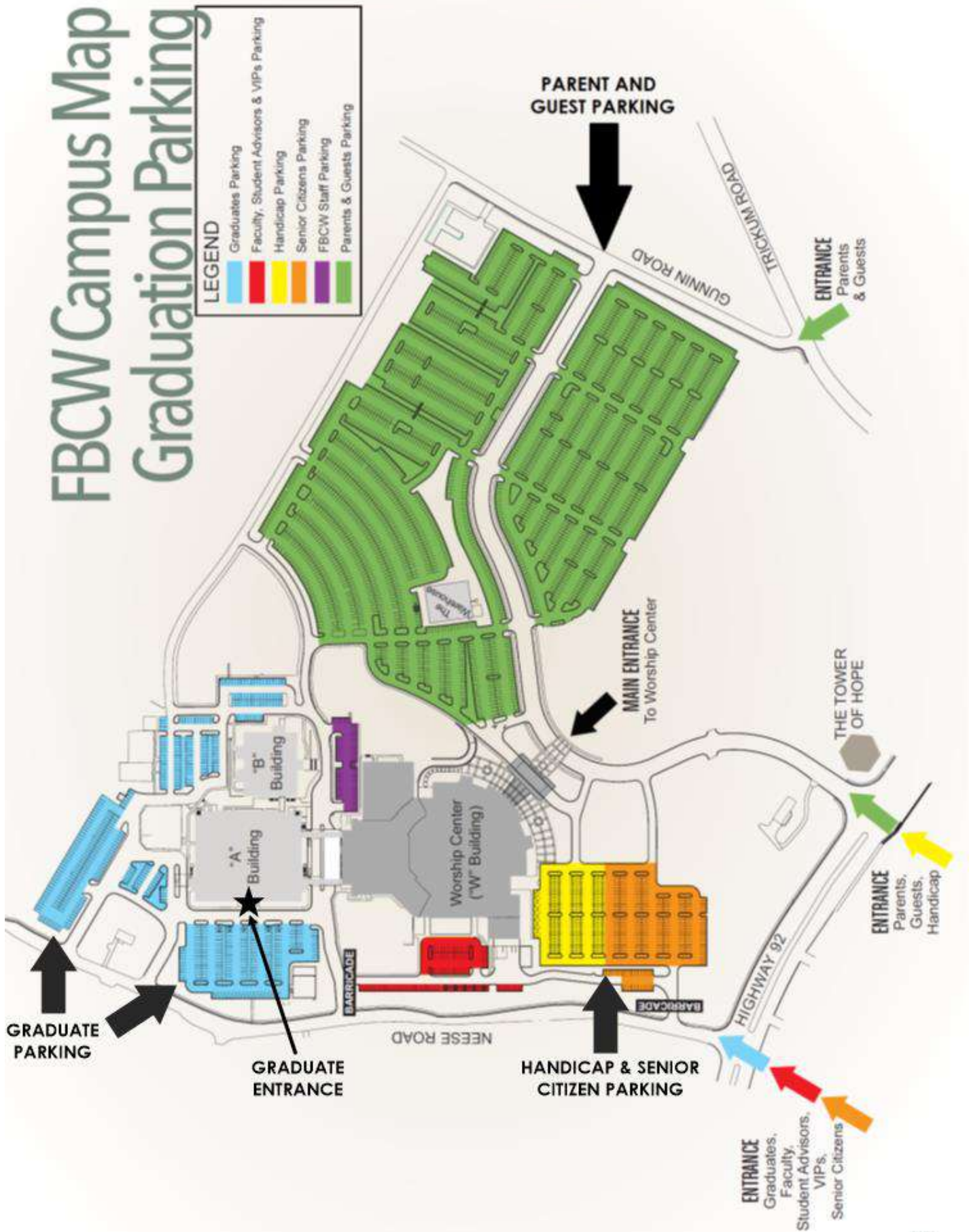
The Graduation Walks Schedule:

- ★ Hickory Flat Elementary School ~ Tuesday, May 23rd at 8:30am
- ★ Holly Springs Elementary School ~ Friday, May 19th at 8:30am
- ★ Indian Knoll Elementary School ~ Friday, May 19th at 2:00pm
- ★ Mountain Road Elementary School ~ Tuesday, May 23rd at 8:30am

Please email carey.blalock@cherokee12.net if you have additional questions.

FBCW Campus Map

Graduation Parking



2023 Sequoyah High School ~ Graduation Calendar of Events

<u>Date</u>	<u>Time</u>	<u>Activity</u>	<u>Location</u>
Friday, March 31 st	Due by 3:15pm	<u>MANDATORY Senior Participation and Senior Exam Check Out Permission Agreements Due</u>	Return to Student Services or email to shsgraduationforms@gmail.com
Friday, March 31 st	Due by 3:15pm	Graduate Name Pronunciation Information Due	Submit on the SHS Senior Info Page
Saturday, April 29 th	7 – 11pm	Prom	Clarence Brown Conference Center
Friday, April 28 th	Due by 3:15pm	Senior Slide Show Pictures Due to sequoyahchiefsyearbook@gmail.com	Submit via email
Friday, April 28 th	Due by 3:15pm	Senior Day RSVP Due	Submit on the SHS Senior Info Page
Sunday, April 30 th	Due by 11:59pm	Final day to pre-order a yearbook www.yearbookordercenter.com with the code 10795	Online Orders Only
Friday, May 12 th	Due by 3:15pm	Post High School Survey Due	Submit on the SHS Senior Info Page
Friday, May 12 th	6 th & 7 th	Senior Exams (Student attends 1 st – 7 th periods) Student must leave campus after exams.	SHS
Monday, May 15 th	4 th & 5 th	Senior Exams (Student attends 1 st – 5 th periods) Student must leave campus after exams.	SHS
Tuesday, May 16 th	2 nd & 3 rd	Senior Exams (Student attends 1 st – 3 rd periods) Student must leave campus after exams.	SHS
Wednesday, May 17 th	1 st	Senior Exams (Student attends 1 st period only) Students then will report to the Auditorium	SHS
Wednesday, May 17 th	9:15am	Senior Day	SHS Auditorium and Stadium
Wednesday, May 17 th	3:15pm	All classwork completed including outside coursework, online classes and Edgenuity	SHS
Wednesday, May 17 th	3:15pm	All debts paid (ex: lunchroom, athletics, textbooks, library, parking, technology, etc.)	SHS
Thursday, May 25 th	8:00 – 10:00am	Mandatory Graduation Practice Graduates report to the Chapel at 7:45am	First Baptist Church of Woodstock
Friday, May 26 th	4:00pm	GRADUATION CEREMONY Graduates report to the Chapel at 2:30pm	First Baptist Church of Woodstock

GRADUATES MUST ATTEND THE PRACTICE TO PARTICIPATE IN THE GRADUATION CEREMONY.

2023 Sequoyah High School

Senior Exam Check-Out

Seniors may check out after Senior Exams on May 12th, 15th, 16th, and 17th provided that the following criteria are met:

- All debts to Sequoyah High School and the Cherokee County School System are paid in full.
- The SENIOR EXAM CHECK OUT PERMISSION AGREEMENT (below) is signed and turned in to Student Services by Friday, March 31st.
- The Sequoyah High School Graduation 2023 Participation Agreement (reverse side) is signed and turned in to Student Services by Friday, March 31st.

SENIOR EXAM SCHEDULE

Friday, May 12 th	Senior Exams (Student attends 1 st – 7 th periods) Student must leave campus after exams.
Monday, May 15 th	Senior Exams (Student attends 1 st – 5 th periods) Student must leave campus after exams.
Tuesday, May 16 th	Senior Exams (Student attends 1 st – 3 rd periods) Student must leave campus after exams.
Wednesday, May 17 th	Senior Exams (Student attends 1 st period only) Students then will report to the Stadium for Senior Day

Senior Exam Check Out Agreement ~ Please Choose One of the Following

_____ I agree for my student to check out after Senior Exams. I am aware that my student must leave campus immediately after the exam period and, additionally, will not be allowed on any CCSD campuses. Only students under direct supervision of a teacher are permitted on campus. I understand that if my student violates this policy, he or she will lose this check-out privilege for the rest of the Senior Exam Week.

_____ I do not give permission for my student to check out after Senior Exams.

_____ My student does not have classes currently on Sequoyah's Campus this semester (ex: online learning, early graduate, dual enrolled, etc.) and therefore does not have to take any exams at Sequoyah.

Student Name: _____
(PLEASE PRINT)

ID # _____

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

ALL SENIORS MUST COMPLETE THIS FORM

Please return this form to Student Services no later than Friday, March 31, 2023.

Forms can also be scanned and emailed to shsgraduationforms@gmail.com

2023 Sequoyah High School Graduation Participation Agreement

In order for a senior to participate in the graduation ceremony, this agreement must be signed by the senior and his/her parent and returned to Student Services for filing. Failure to do this will result in the senior not being able to participate in the ceremony.

I understand that I must comply with everything in the 2023 Sequoyah High School Guidelines for Graduation Practice and Ceremony packet to be eligible to participate in the graduation ceremony and receive my diploma.

_____ I will be participating in Sequoyah's Graduation Ceremony.

_____ I will NOT be participating in Sequoyah's Graduation Ceremony. I am aware that I am responsible for a diploma fee of \$30.00, which must be paid directly to ATL Grad (770-795-1626). Diplomas are available for pick up from Student Services beginning Tuesday, May 30, 2023. Graduates must bring a copy of their receipt from Herff Jones when picking up their diploma. Diplomas will **NOT** be mailed.

Student Name: _____
(PLEASE PRINT)

ID # _____

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

ALL SENIORS MUST COMPLETE THIS FORM

Please return this form to Student Services no later than Friday, March 31, 2023.

Forms can also be scanned and emailed to shsgraduationforms@gmail.com