Countdown to Graduation

<u>Today's Topics:</u>

1. Prom 2025- May 3rd
2. Senior Sunset – May 9th
3. Graduation Rehearsal – May 13th
4. Clearance Day – May 14th
5. Graduation – May 20th

Senior Shoutout on the Jumbotron

- Shoutouts are due April 27th!!!
- 25.00 per shout out
- Student Name, school/trade logo and a brief message can be added.

Cap and Gown Information

- This is PAST DUE…….
- Gown- $60.00
- Tassel- $10.00
- Medalion- $12.00

- Josten's will be on site on May 14th. They will accept cash for the Tassel and Medalion or gown.

Clap Out 2025

PROM 2025

- Student and guest must PRESENT STUDENT ID.
- All Non TCHS guest attending Prom will need to complete the Prom Guest Application and Identification.
- **All school rules and regulations are enforced at any school event**.
- All students and their guests may be searched for weapons and illegal substances prior to entry of the Prom.
- Any student or guest suspected of using alcohol or any controlled or illegal substance will be removed from the dance. The use of illegal substances—**including smoking tobacco, dipping, vaping, or any form of alcohol**—is strictly prohibited. Any student who is under the influence of any substance is subject to **suspension, Gaines Hearing *and legal infractions with JSO. Graduation could be at risk! (We will be in Duval County)***
- Drivers need to comply with all aspects of the law. We want everyone to arrive and leave safely.

PROM 2025

- Students who purchase tickets are required to inform their guest about the behavior expectations.
- Any student or guest exhibiting disruptive behavior will be removed from the Prom, and the student/guest will be released to a chaperone or police if parents cannot be reached.
- Students will be held accountable for the behavior of their NON TCHS guest.
- No reimbursement or refund will be given if a student and/or guest are asked to leave.

SENIOR SUNSET

Celebrate your last official day of school at a fair-style night of fun!

Email Pics for Slideshow to Tocoi2025@gmail.com

Graduation Rehearsal

- When: **Tuesday, May 13th**
- Time: **4:30pm**
- **Attendance Mandatory**
- Where: University of North Florida- you are responsible for your own transportation to and from the venue.

Best Practice Hints: Eat before you arrive and request off from work NOW!!!

SENIOR CLEARANCE DAY

May 14th 9:30am – 12:00pm

- **OBJECTIVE: IT IS YOUR RESPONSIBILITY TO GET YOUR CHECKLIST COMPLETED**
- PAY ATTENTION TO THE AVAILABILITY OF DEBT CLEARERS
- School Counselors: **Open during school hours**
- The Hub: **Open during school hours and bring receipt proof if paid on School Pay).**
- Textbooks: Return books during scheduled times
  - (Happening between **May 5th-9th, senior teachers will have exact dates**)
- Athletics: **Open during lunches only**. You may see Mr. Blackmon or Ms. Driesse.
- Cafeteria: Available between **8:45am-10:00am** and **1:30pm-2:00pm.**

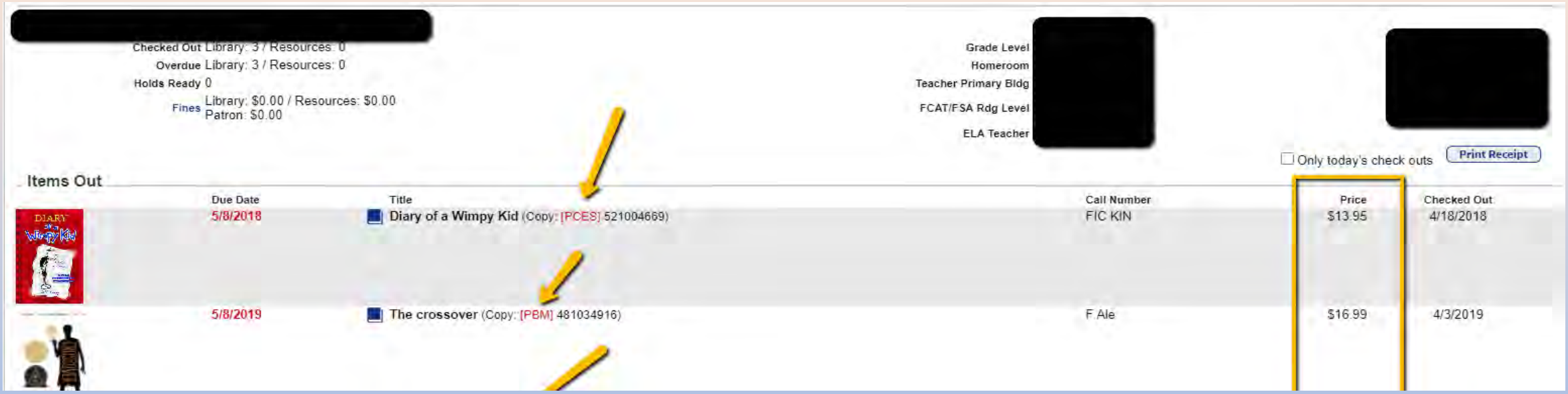
Cafeteria Payment QR Code

The HUB QR Code

What to do if you have a clearance item?

FOR LIBRARY ITEMS:

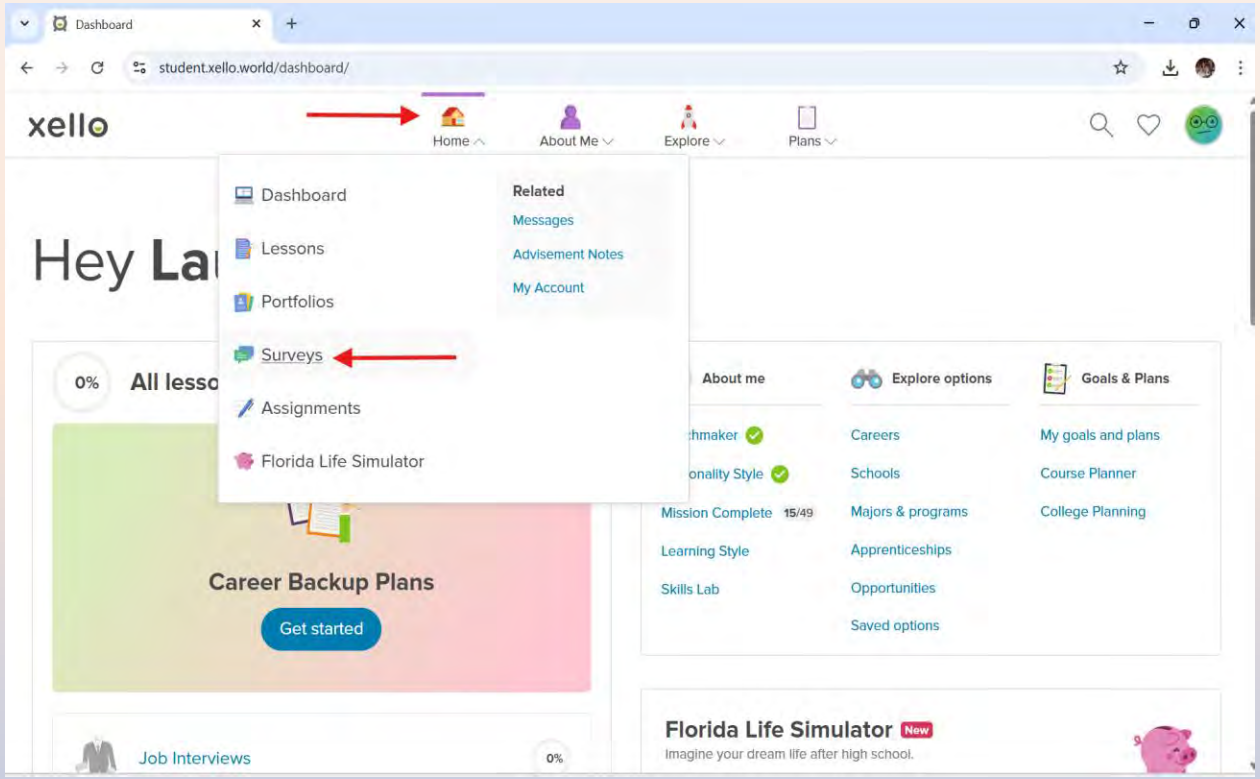
- If you owe money to TCHS (bring exact cash or check payable to TCHS to The Hub) or pay on School Pay **(save receipt to show proof of payment)**
- If you owe money to another school, the school's initials will show in red. YOU MUST PAY AT THE LOCATION THAT ISSUED THE DEBT(SEE BELOW FOR EXAMPLE). This student would need to go to PCES and PBMS to pay their debts



Senior Survey

To complete the senior survey, please complete the following instructions:

- Log into your clever account
- Click on the "Xello" link
- When your Xello Dashboard appear, click or hover over the home icon and then click on surveys
- Click on the word "Survey"
- The "Class of 2025 Senior Survey" should appears assigned to you. Click on the survey.
- Complete the survey and submit.



How do I order transcripts?

- Go to TCHS website type in transcripts in the search bar or follow this direct link.
- Direct link: https://www-tchs.stjohns.k12.fl.us/guidance/transcripts

TRANSCRIPTS

Need a Transcript?!

Current Students needing a hard copy: Request your transcript from Parchment Here!

Alumni needing a hard copy or an electronic copy sent to colleges: Request your transcript from Parchment Here!

For help in learning how to use Parchment, Click here for a quick start guide!

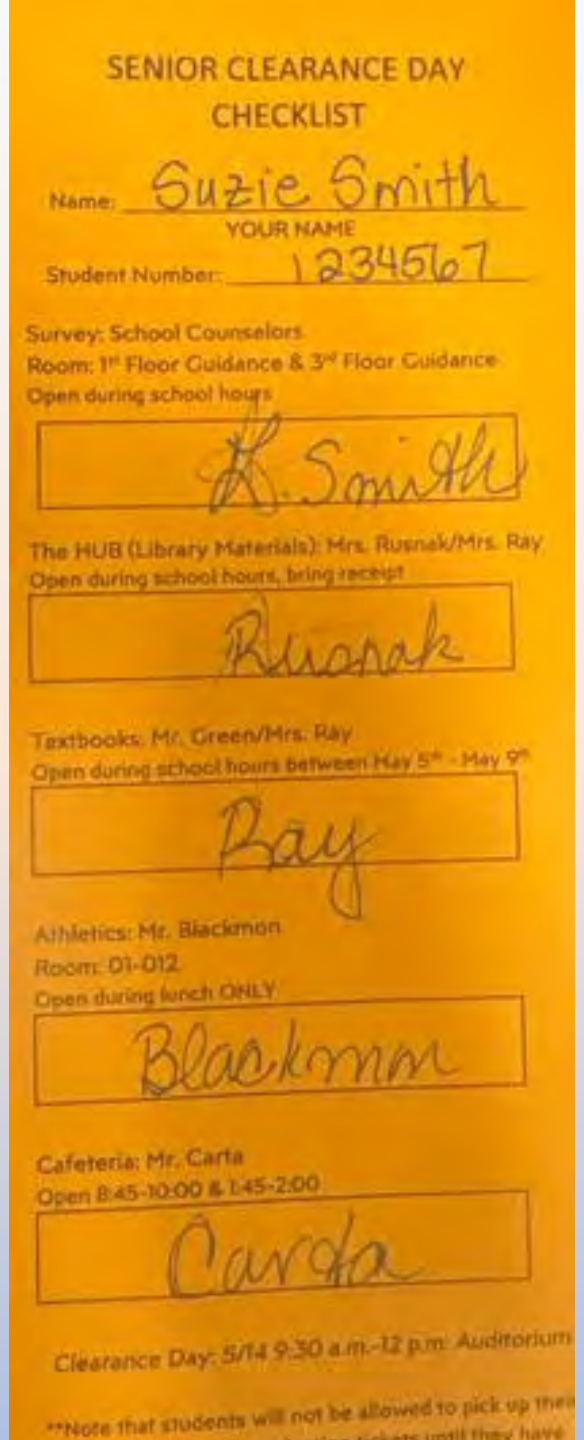
Current Students Needing a Transcript for your College Applications:

Students will now request transcripts through "Xello". Students should go to the TCHS Homepage and click on "Clever" and then "Xello". Once there, click on "college planning" and "add a college" to request a transcript. Click Here to view step by step instructions for requesting a transcript through Xello.

Students applying through Common App will need to link their Common App to their Xello account. Click Here to see how to Link Common App and Xello!

Check out our 1 page- Exploring Careers and Colleges with Xello Guide!

- Each senior gets **one** final transcript for **free** based on where they request when they complete their senior survey.



SENIOR CLEARANCE DAY
CHECKLIST

Name: Suzie Smith
YOUR NAME

Student Number: 1234567

Survey: School Counselors
Room: 1st Floor Guidance & 3rd Floor Guidance
Open during school hours

K. Smith

The HUB (Library Materials): Mrs. Rusnak/Mrs. Ray
Open during school hours, bring receipt

Rusnak

Textbooks: Mr. Green/Mrs. Ray
Open during school hours between May 5th - May 9th

Ray

Athletics: Mr. Blackmon
Room: 01-012
Open during lunch ONLY

Blackmon

Cafeteria: Mr. Carta
Open 8:45-10:00 & 1:45-2:00

Carta

Clearance Day: 5/14 9:30 a.m.-12 p.m. Auditorium

**Note that students will not be allowed to pick up their

Clearance Day

- Completed clearance forms should be brought to school on Clearance Day – Wednesday, May 14th
- Only students with completed clearance day forms will receive graduations items (i.e graduation tickets, gown, programs etc.)
- If you owe a debt you will need to clear that before clearance day

COMPLETED FORM EXAMPLE

- Extra forms are in the main office. Ask Ms. Mazerolle

What will I receive on Clearance Day?

- Cap & Gown
- Tassel
- TCHS Medallion
- Earned cords or stoles
- Graduation Tickets **6 tickets for each graduate**
- Dress code
- UNF Information & Parking
- Graduation Programs

Graduation Day

Tuesday, May 20th

- **Arrive at UNF – Field House at 4:30pm**

- School will be dismissed at 12.
- No cell phones during ceremony
- Clear bags ONLY!!!!!
- Graduates will be screened upon entry
- (**NO** cell phones, dress code, cords/stoles)
- Audience admission begins at 4:30pm
- Leave time for parking and the walk over
- Communicate a post-ceremony meeting point with your family members.

UNF Graduation Policies

- **Security and Bag Policy**
  - All guests will proceed through a mag-gate security screening (**includes clear bag check** and wanding) before gaining entrance to the ceremony.
  - Guests with bags that do not meet the policy will not be permitted access into the Arena
- **Parking & Arrival**
  - Commencement ceremonies take place at the UNF Arena, Building 34. Directional signage around campus will guide guests to Lot 18, the event parking lot. Parking is complimentary.
  - The doors to the Arena will open to guests up to **an hour and a half** before the ceremony to accommodate guest volume.
  - Your school's graduation ticket is required for entry. Concessions and flower sales will be available within the Arena.
  - **Pro Tip: Please allow time for parking, walking to the Arena, and the security checkpoint.**
- **Guest with disabilities**
  - Guests with disabilities should follow signage for disability parking.
  - There are special seating areas for guests with mobility issues or in wheelchairs. An usher can direct your party to these areas.
  - If your family needs a sign language interpreter, please contact Ms. Mazerolle.

UNF Graduation Policies

- **Food**
  - No food or drink will be permitted.
- **Seating**
  - Guest seating is first-come, first-serve.
  - No guests are permitted in the students' seating area at any time. Guests will not be seated during the processional; **late arrivals must wait until the procession ends**.
- **During the Ceremony**
  - Photographs. Photographs are encouraged and you must remain seated.
  - For the safety of all guests, aisles and walkways should remain clear. Guests are prohibited from standing in aisles or walkways.
  - Event staff will ask standing guests to take their seats. Non-compliant guests will be asked to leave. Guests and families are not permitted on the main floor or stage where graduates and school parties are seated. Guests should remain seated through the processional (graduates exiting) before uniting with their graduate in the plaza outside.
- **General Etiquette.**
  - Out of respect for your graduating senior and the enjoyment of all families and guests:
    - Please silence cell phones; remain seated for the entire ceremony; hold applause and refrain from loud celebrations until the conclusion of the ceremony, so that all families can hear their graduate's name announced.

Graduation Day Dress Code

- Dress pants or khakis, dark socks, shoes and a dress shirt with a tie; or a dress (or skirt with a blouse) with flats or wedges.

- Graduates should avoid wearing jeans, shorts, sandals, or sneakers. High heels are not recommended for safety reasons.

- Academic gown should fall midway between the knee and ankle. Remember to wear the TCHS graduate medallion provided in your Clearance Day packet. Caps should be worn flat on the head. Tassels are worn on the right and shifted to the left after all graduates have received their diploma.

- Caps can be decorated with **the college or military branch only.**

- The only additional items other than the cap, gown, tassel, and TCHS graduate medallion are the following approved items…

Approved Graduation Items

<u>Honor Cords</u>

Graduation Honor Cords are only allowed for approved GPA recognition, honor societies, and academies. Clubs may NOT wear cords

<u>Cap Decorating</u>

Only 2-D decoration representing a university, college, or military branch is allowed. No quotes or pictures. Caps that violate decorating guidelines will be taken at graduation inspection.

Countdown to Graduation Day

- **Now is time to lock in.**
  - Don't take your foot off the gas.
  - Colleges/Trade School will get your final transcripts.

Farewell Seniors.....Almost!

Mr. Willets