

Norfolk Senior High School Graduation – 2019

Timeline for Candidates – Important information



Only students who have a minimum of 230 credits and successful completion of all required courses may go through the graduation ceremony.

- Monday, May 6th:** **CHECKOUT SHEETS** will be handed out. They must be filled out and checked off by staff members and returned to the front office **by Friday, May 10th**. Textbooks, Chromebooks and other school property MUST be returned and signed off by people specified on checkout sheet.
- Thursday, May 9th:** **LOCKERS** must be cleaned out and signed off by Kelly Hansen at the attendance desk before 3:30p.m. this day to avoid fines. (Even if you've never used your locker, it needs checked and Kelly must sign you off) **PE LOCKERS** are to be cleaned out and locks checked into coaches prior to this day.
- Thursday, May 9th, & Friday, May 10th:** **SENIOR SEMESTER TESTS** will be given during regular classes. NO EARLY TESTING.
- Friday, May 10th:** **CHECKOUT SHEETS ARE DUE. ALL FINES must cleared by this date to be eligible for graduation tickets, or to receive your diploma.** (Exception: Chromebooks will be checked for damages by **May 13th**. Tickets will be withheld if there is damage and until the damages are paid) **ALL COURSEWORK, including any online coursework** MUST be finished by 4:00p.m. in order to participate in the graduation ceremony.
- Tuesday, May 14th:** **FINAL GRADES WILL BE POSTED BY 8:00a.m.** Students may be denied participation in the Graduation ceremony if they are missing grades or have incompletes after this date.
- Thursday, May 16th:** **REHEARSAL FOR GRADUATION will be held at 9:00a.m. sharp in the gymnasium.** Every candidate for graduation MUST attend this rehearsal in order to participate in the ceremony. Please be on time. Normal school attire is to be worn for rehearsal.
- **Check the seating charts** on walls near gym doors for location of your seat.
 - **Caps and Gowns** will be issued following rehearsal. All students participating must have a cap and gown. (Gowns used by siblings in the past are *not allowed per administration*)
 - **Six tickets for graduation** will be issued to each graduate following rehearsal, **IF, all fines and obligations are cleared.** Each student graduating in absentia may have two tickets by calling Melissa Hansen or Mr. Ippensen (644-2529).
- NATIONAL HONOR SOCIETY INSTALLATION** will be at 5:30p.m. in the Johnny Carson Theatre. **HONORS PROGRAM** will be at 7:00 p.m. in Carson Theatre. The program is open to the public – no ticket needed. Participating students must check in before 7:00 p.m. (We will only be recognizing those students that check in). Please let Connie Ingram in the Counseling Center know of any awards or scholarships you have received by **Wednesday, May 15th** at noon.
- Sunday, May 19th:** **GRADUATION WILL BE HELD AT 2:00p.m. IN THE NORFOLK HIGH SCHOOL GYMNASIUM.** Graduation is a formal ceremony. Candidates are to conduct themselves accordingly. All candidates are to meet at 1:00p.m. in the rooms they were assigned at rehearsal. The gymnasium will be open for guest seating at 12:30p.m. Overflow seating will be in Carson Theatre, with the ceremony televised.
- **Dress code:** Male students must wear dress clothes, socks and nice shoes
 - Female students must wear dress clothes and nice shoes
No jeans, or shorts, tanks, tennis shoes, or flip-flops permitted
 - Each row will have 26 chairs and each candidate will have a number according to the chair. Please remember, even rows enter in inverted order, according to number.
 - Senior sponsors will be in charge of lining up students.
 - Your cap/gown will be your ticket for admittance.
 - Graduates exit the opposite side from which they entered for recessional.
- Monday, May 20th:** **DIPLOMAS** may be picked up by graduates or parents anytime between 9:00a.m. and 3:30p.m. in Carson Lobby. Your transcript will be issued at this time. All blue stoles for National Honor Society, white and gold honor cords must be turned in at time of diploma Pick-up. (NOTE: the cap/gown, maroon or white stole are yours to keep.)