



West High School

Frank Calarco, Principal

January, 2019

Dear Tosa West Seniors and Families:

In years past, we have held a mandatory meeting for students and parents regarding graduation. This year we have decided to relay all information via email, so the meeting is no longer necessary. Instead, we will meet with seniors during an advisory later this semester to discuss the graduation requirements needed to participate in the commencement ceremony. Josten's will be at West in April (date to be determined) to distribute the cap and gown orders during lunch periods. If you still need to place an order for the cap and gown, you may do so at www.Jostens.com.

The Graduation Ceremony Contract was developed several years ago to ensure that your son or daughter's graduation is truly a ceremony. Please discuss the guidelines with your graduate and **return the signed contract to the main office anytime before May 31st**. We must have a signed contract on file in order for your student to participate in our graduation ceremony. Please download the contract from this email, from West's web page, or pick one up in the main office.

In addition, please download and complete the important Counseling Senior Survey and return to the main office. The survey is also available on West's web page or can be picked up in the main office.

Graduation rehearsal will be held on **Friday, June 7, from 10:00 a.m. – Noon** beginning in the auditorium. The Friday morning practice is **mandatory** for any graduate wishing to go through the Sunday afternoon ceremony. Students will not be permitted to participate in the rehearsal or ceremony unless all academic requirements, financial and disciplinary obligations have been met and the graduation contract has been turned in. The deadline for all obligations is **Friday, May 31, at 3:30 p.m.** Direct any financial questions you may have to the Activities Administrative Assistant, Christie Toye, at 773-3019.

Graduation for the Class of 2019 will be held on **Sunday, June 9, at 3:00 p.m.** In keeping with academic tradition, graduation at Tosa West is a formal ceremony. While families and friends may choose to celebrate the occasion afterwards, formal behavior is expected during the ceremony itself. Graduates should report to the auditorium no later than 2:15 p.m. The ceremony will be held in the stadium (in case of inclement weather, the ceremony will be moved to the gymnasium). Tickets will not be issued unless the ceremony is moved indoors due to inclement weather. Should the need arise to move indoors, 5 tickets per student will be issued at rehearsal. There are no reserved seats, except for winners of the Athletic Booster Auction Seats, the Wauwatosa West Scholarship Foundation Auction Seats and the EFW Black & White Affair Auction Seats. There will be designated special needs or handicapped seating areas available at a first-come-first served basis. Admission and seating in the stadium will begin at 2:00 p.m. On behalf of the entire West staff, congratulations and best wishes to you and your graduate.

Sincerely,

Frank Calarco, Principal

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