

CONGRATULATIONS to the Class of 2024!

This year's commencement ceremony will take place on Tuesday, May 21st at 6:00 p.m. ***If you are not participating in graduation, please email Mrs. K. Taylor at ktaylor@tfd215.org by May 1st to inform her that you will not be attending.***

A DIGNIFIED CEREMONY

T. F. South High school's graduation ceremony is full of significance and symbolism. These traditions include wearing the cap and gown (a symbol of academic achievement); the procession of the graduates, school administration, and faculty; the formal presentation of the graduates to the Board of Education and the assembled guests; speeches of commendation; and the conferring of diplomas under the authority of the State of Illinois.

In order to provide a dignified ceremony for all, the following standards will be **strictly** enforced:

APPROPRIATE DRESS FOR GRADUATES:

- Graduates are encouraged to wear business or business casual attire.
- The ceremony will take place in the Red Gymnasium and students will have to go up and down the stairs to the stage so it is recommended that you wear shoes that will allow you to **walk comfortably**. We don't want you to trip and fall due to unfamiliar footwear. Purses/valuables should be left with parents or at home. There is no secure place to keep these items during the ceremony.
- Shorts, flip flops, and inappropriate apparel will NOT be allowed.

STUDENTS INAPPROPRIATELY DRESSED WILL NOT BE ALLOWED TO PARTICIPATE IN THE CEREMONY.

GRADUATION REHEARSAL

- Graduation rehearsal is scheduled for Monday, May 20th at 9:00 a.m. All graduating seniors will meet for Commencement rehearsal in the red gymnasium. We will gather in the red gymnasium where each student will locate their assigned seat for the graduation ceremony. Graduates will practice the line-up, the processional, the program, and the recessional. The rehearsal should conclude no later than 11:30 a.m. Please keep in mind the following:
- Appropriate behavior and discipline are expected of all graduates at the rehearsal and during the graduation ceremony.
- Inappropriate behavior during rehearsal or the ceremony will result in immediate removal from the graduation ceremony.

If a student is removed from the rehearsal or actual ceremony for any reason, the diploma will not be conferred on the day of graduation. The student and their parents must make an appointment with the principal in order to receive the diploma during the summer.

*****ALL GRADUATING SENIORS MUST PARTICIPATE IN REHEARSAL (on May 20th) IN ORDER TO PARTICIPATE IN THE GRADUATION CEREMONY ON MAY 21st. NO REHEARSAL=NO PARTICIPATION IN THE GRADUATION EXERCISES—NO EXCEPTIONS!!*****

OTHER IMPORTANT INFORMATION

DISTRIBUTION OF CAPS and GOWNS: Caps and gowns will be distributed on May 15th between the hours of 10:30 a.m. – 1:30 p.m. If you miss the May 15th distribution, caps and gowns will be available immediately following graduation rehearsal on May 20th. If you still need to place an order, please contact Chicago Balfour at 708-418-8400 or visit their website at www.chicagobalfour.com.

FAMILY GUIDELINES: We have expectations for your family and friends as well. Please inform your family and friends that, although we share their excitement for graduation, we want them to honor you by refraining from loud and boisterous behavior. It is important to all families to hear the name of their graduate being read as they cross the stage. Please remind them of the following:

- All guests must arrive in time to be seated before the ceremony begins. Doors will open at 5:00 p.m. Everyone will need to be seated by 5:45 p.m., and they must remain seated until the recessional is over. This is a ticketed event and seating is unreserved on a first-come, first-served basis. Once capacity has been reached in the red gym, guests will be directed to a designated location.
- Every guest attending the ceremony must have a ticket (including infants and small children). No one will be allowed into the red gymnasium without a ticket. **Each graduate will receive four (4) tickets. Due to seating capacity limitations, no additional tickets are available.** Also note that T.F. South **does not** sell graduation tickets. Once again, your guests must be seated in the bleachers no later than 5:45 p.m., and no one will be permitted to stand.
- ***Persons with disabilities or wheelchair accessibility: Please note that the lower rows on the bleachers are reserved for persons with disabilities or wheelchair accessibility needs. As special/reserved seating is very limited, it is necessary to make your reservation with Mrs. K. Taylor via email ONLY at ktaylor@tfd215.org by 3:30 p.m. on Wednesday, May 1st. Regardless of making a special seating reservation, it is recommended that persons with disabilities or wheelchair accessibility needs arrive when the doors open at 5:00 p.m. as special seating cannot be guaranteed once the lower rows of the bleachers are full. **Please note that we cannot sit entire families together in the special seating area.*****
- **REMINDER-- The doors will close at 5:45 p.m. and not reopen until after the graduates have been seated.**
- Parents need not be concerned about getting up close to take pictures. We have arranged for pictures to be taken on stage as each graduate receives their diploma. The proof and order form will be mailed to your home within a few weeks after graduation. Guests will not be allowed near the stage during graduation.
- **Flowers and balloons will not be allowed in the ceremony.** These and any other similar items/gifts should be left in the car or at home. Pictures should be taken, and flowers and balloons presented after the graduation ceremony and once the graduates have exited the graduation area.

GRADUATION TICKET DISTRIBUTION

Graduation tickets will be distributed during graduation rehearsal. Graduating seniors must attend the entire graduation rehearsal to obtain their tickets.

GRADUATION NIGHT: All graduates are to report to the grand lobby by 5:00 p.m. Each student will be checked for appropriate dress. Students will not be allowed to bring personal items into the ceremony. Graduating seniors should not bring their purses, keys, make-up, hairbrushes, sunglasses, etc. as there will not be a secure place to leave these items. A few other reminders:

- No chewing gum.
- Place your cap horizontally on your head with the tassel on the left front side of the cap. Honors cords should be placed around the neck.
- You must stay in alphabetical order and remain quiet in the processional line.

Seniors should check with their fellow graduates if they need more than four tickets (some students may not use all their tickets).

DISTRIBUTION OF DIPLOMAS

Class of 2024 diplomas will be distributed on the following date and time in the Grand Lobby:

Tuesday, May 28th from 9:00 a.m. – 12:00 p.m.

All senior fines and fees must be paid in full by Monday, May 1st. Textbooks, library books, and Chromebooks must be returned by May 15th.

FINAL TRANSCRIPTS

Final transcripts: All transcripts, including final transcripts being sent to the college that the student plans to attend, must be requested via Naviance. Processing of final transcripts will begin on June 17, 2024. Please note that after July 31st, graduates are responsible for creating a Parchment account (www.parchment.com) where additional transcripts can be ordered online. After July 31st, there will be a fee for all transcripts.

Military Recognition: If your post-high school plans include military service, be sure to inform your school counselor as we pay special recognition for those who will be serving our country's armed forces.

Medical Records: All Illinois state universities and many colleges throughout the United States, as well as most employers, require students to submit health records which include immunizations since birth. Also, all seniors who are planning to attend an Illinois college next fall will be required to have had two meningitis immunizations. Please check with your physician to be sure your student meets this requirement. **Copies of your medical records can be obtained from the nurse's office until June 4, 2024 without a fee.**

Permanent Records: This is your personal written notification that we keep permanent records (only transcripts and health records are considered permanent) for 60 years. All other records are kept for a maximum of five (5) years.

DEADLINES:

Transcripts: All official transcripts from correspondence classes (i.e., American School) and transfer schools must be received by the Guidance Office no later than 3:00 p.m. on Wednesday, May 1, 2024. All GRADUATION REQUIREMENTS (including Credit Recovery, VSA completion and FAFSA) must be met and recorded no later than noon on May 3rd. If this deadline is not met, the student's name will not be listed in the graduation program.