

Barbara Goleman Senior High School
2018-2019: End-of-Year Procedures for Seniors

Date(s)	Activity
April 29, 2019	<ul style="list-style-type: none"> No Credit (NC) rosters and notifications become available in the Copy Room. If an NC is issued, the teacher is to have student sign roster and issue the appeal form.
May 1, 2019– May 3, 2019	<ul style="list-style-type: none"> Teachers will issue a “Senior Failure Notification Form” to any 12th grade student currently failing the semester or the annual course. The teacher must make contact with a parent/guardian to inform him/her that the student is in jeopardy of not graduating. Contact must be documented.
May 3, 2019	<ul style="list-style-type: none"> Last day for teachers to submit their NC rosters to Mrs. Debbie Perez in the Attendance Office.
May 7, 2019	<ul style="list-style-type: none"> Last day for teachers to personally deliver “Senior Failure Notification Forms” to the counselors. Failure to issue a notification form and make parent contact to a senior failing the course may result in the student passing the class. Last day for seniors who were issued an NC to appeal. All appropriate paperwork must be submitted to Mrs. Debbie Perez in the Attendance Office by 2:30PM.
May 10, 2019	<ul style="list-style-type: none"> Seniors must have submitted a minimum of 10 community service hours to the Activities Office. Seniors must have completed at least ½ credit in virtual school. Student must show proof of course completion to the counselor. Senior who do NOT complete their community service AND their virtual class will NOT be allowed to attend PROM.
May 13, 2019– May 17, 2019	<ul style="list-style-type: none"> Counselors will begin initiating “Grade Verification Forms” to teachers. Forms will be issued for those students either missing credits, borderline GPA, etc. (PLEASE NOTE: these forms are different than the “Senior Failure Notification Form” described above; the counselor will initiate this form, not the teacher).
May 15, 2019	<ul style="list-style-type: none"> Seniors return their textbooks to their teachers. Teachers begin issuing financial obligations to seniors, if necessary.
May 17, 2019	<ul style="list-style-type: none"> Last day for teachers to submit financial obligations for seniors to the Treasurer’s Office. Failure to submit financial obligation by 2:30PM will void student of the obligation.
May 20, 2019– May 24, 2019	<ul style="list-style-type: none"> Teachers must hand deliver “Grade Verification Forms” to the appropriate counselor. Last day to return forms is at 2:30PM on 05/24/19.
May 23, 2019	<ul style="list-style-type: none"> First graduation rehearsal will begin at 8:00AM in the auditorium. There will be an announcement to release seniors.
May 28, 2019– May 30, 2019	<ul style="list-style-type: none"> Senior Clearance begins via English classes. Students must be cleared by the Treasurer’s Office and CAP Advisor. Students must show proof of completing their “Senior Exit Survey” and FAFSA application to get CAP Advisor clearance. Students will retain their “GOLDEN TICKET” with the two signatures to pick up their cap and gown on 05/31/19.
May 30, 2019	<ul style="list-style-type: none"> Second, and final, graduation rehearsal will begin at 8:00AM in the auditorium. Graduating seniors are REQUIRED to attend the rehearsals. An announcement will be made to release students.
May 31, 2019	<ul style="list-style-type: none"> Graduation list will be released at 12:00PM and posted outside the Activities Office Cap and gowns will be distributed at 12:30PM in the auditorium. Student MUST be on official graduation list AND have the “GOLDEN TICKET” with the two signatures to receive the cap and gown
June 4, 2019	<ul style="list-style-type: none"> GRADUATION!!! 9:00AM @ FIU
June 6, 2019	<ul style="list-style-type: none"> 1:00PM-3:00PM students will receive their high school diploma after returning their gowns in the auditorium.