

## Barbara Goleman Senior High School 2016-2017 End-of-Year Procedures for Seniors

Date(s)	Activity
April 26, 2017	<ul style="list-style-type: none"> <li>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.</li> <li>Teachers may pick up "Senior Failure Notification Forms" from Mrs. Maricely Lopez in the Main Office.</li> </ul>
April 27, 2017– May 4, 2017	<ul style="list-style-type: none"> <li>Teachers will issue a "Senior Failure Notification Form" to any 12<sup>th</sup> grade student currently failing the nine weeks 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</li> </ul>
May 5, 2017	<ul style="list-style-type: none"> <li>Last day for teachers to submit their NC rosters to Ms. Barrios in the Attendance Office.</li> <li>Seniors must have submitted a minimum of 10 community service hours to the Activities Office.</li> <li>Seniors must have completed at least ½ credit in virtual school. Student must show proof of course completion to the counselor.</li> <li>Senior who do NOT complete their community service AND their virtual class will NOT be allowed to attend PROM (5/6).</li> </ul>
May 10, 2017	<ul style="list-style-type: none"> <li>Last day for teachers to hand deliver "Senior Failure Notification Forms" to the counselors.</li> <li>Failure to issue a notification form and make parent contact to a senior failing the course may result in the student passing the class.</li> <li>Last day for seniors who were issued an NC to appeal. All appropriate paperwork must be submitted to Ms. Barrios in the Attendance Office by 2:30PM.</li> </ul>
May 12, 2017	<ul style="list-style-type: none"> <li>Seniors return their textbooks to their teachers. Teachers begin issuing financial obligations to seniors, if necessary.</li> </ul>
May 15, 2017– May 22, 2017	<ul style="list-style-type: none"> <li>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).</li> </ul>
May 16, 2017– May 24, 2017	<ul style="list-style-type: none"> <li>Teachers must hand deliver "Grade Verification Forms" to the appropriate counselor. Last day to return forms is at NOON on 05/24/17.</li> </ul>
May 18, 2017	<ul style="list-style-type: none"> <li>Last day for teachers to submit financial obligations for seniors to the Treasurer's Office. Failure to submit financial obligation by NOON will void student of the obligation.</li> </ul>
May 22, 2017– May 24, 2017	<ul style="list-style-type: none"> <li>Senior Clearance begins via English classes. Students must be cleared by the Treasurer's Office, Dual Enrollment Grades/Textbooks (if applicable), and CAP Advisor. Students must show proof of completing their "Senior Exit Survey" to get CAP Advisor clearance. Students will retain their "GOLDEN TICKET" with the signatures to pick up their cap and gowns on 05/30/17.</li> </ul>
May 26, 2017	<ul style="list-style-type: none"> <li>First graduation rehearsal will begin at 8:00AM in the auditorium. An announcement will be made to release students. MANDATORY attendance.</li> <li>First official graduation list will be posted at 3:00PM outside the Activities Office, 4-102.</li> </ul>
May 30, 2017	<ul style="list-style-type: none"> <li>FINAL Graduation rehearsal will begin at 8:00AM in the auditorium. An announcement will be made to release students. MANDATORY ATTENDANCE.</li> <li>The second, and last, graduation list will be released at NOON and posted outside the Activities Office.</li> <li>Cap and gowns will be distributed at 12:30PM in the auditorium. Students MUST be on either two official graduation lists AND have their "GOLDEN TICKET" with all signatures to receive their cap and gown.</li> </ul>
June 1, 2017	<ul style="list-style-type: none"> <li>GRADUATION!!! 9:00AM @ FIU US Century Bank Arena. Seniors must report to site by 8:00AM.</li> </ul>
June 8, 2017	<ul style="list-style-type: none"> <li>1:30PM-3:00PM students will receive their high school diploma after returning their gowns in the GYMNASIUM.</li> </ul>