

Shawsheen Valley Technical High School

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TIMOTHY BROADRICK
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May 9, 2017

Dear Parents and Guardians of Twelfth-Grade Students:

As your child's high-school journey draws closer to its conclusion, I am writing to inform you of important, pre-graduation business. First and most importantly, I will detail the sign-out process and requirements.

May 8. The career-verification process began on Monday, May 8, when students received career-verification forms from homeroom teachers. Students must verify one of the following three sign-out criteria with the Placement Counselor, Mr. Lavoie, on or before May 23 to qualify for early sign-out on May 25.

1. Job verification in the student's program of study. This is a letter signed by an employer on company letterhead with the following information:
 - a. Name, address and telephone number of employer.
 - b. Student's job title, your duties and responsibilities with the rate of pay.
 - c. Name of immediate supervisor.
 - d. Date student will begin full time employment.
2. Continuing-education verification. The options follow.
 - a. Copy of the letter of acceptance from a four-year post-secondary program of study
 - b. Copy of a letter of acceptance into an Apprentice Program.
 - c. Copy of a letter of acceptance from a community college along with the completion of the Accuplacer Exam with either (a) test scores at or above the thresholds for either college-level English or basic Algebra, or (b) the completion of a Career Readiness Workshop at Shawsheen during the week beginning Tuesday, May 30.
 - d. Copy of the letter of acceptance from a two-year post-secondary technical program.
3. Enlistment verification. A copy of the enlistment papers from the military service branch that the student will be entering.

May 25. During homeroom on Thursday, May 25, students will receive sign-out forms to carry throughout the day and present to their teachers for early sign-out approval. Friday, May 26 is a required half day of school.

In general. A senior must meet the following criteria in order to be eligible for early release on May 26.

1. Completion of all information on the Career/College Verification Form.
2. Satisfactory completion of required shop hours. Students may confirm this information with their shop instructors.
3. Satisfactory completion of required graduation credits. Guidance will inform students of any issues.
4. Satisfactory fulfillment of all discipline obligations—specifically, unserved detentions.
5. Satisfactory fulfillment of all financial obligations—including the cap-and-gown fee (\$17) and senior class dues (\$35)—the latter of which covers the cost of the yearbook. A student's financial obligation might also include outstanding bills for lost books, tools, or shop services.

On Friday, May 26, I will telephone the parents/guardians of students who do not qualify for early-sign and who must therefore return to school on Tuesday, May 30.

Over please.

For your convenience and quick reference during this final flurry of senior activities, I have compiled the following calendar—which I strongly urge you hang on the refrigerator.

PAST DUE ONLY FOR THOSE WHO HAVE NOT PAID \$17 cap-and-gown purchase fee. Eligible seniors who intend to participate in the graduation ceremony should submit a check for \$17 payable to **University Cap and Gown** to Mrs. Audette in the Principal's office.

- Monday, May 8** Sign-out memo and career-verification form distributed to seniors during homeroom.
- On or before Friday, May 12** Distribution of bills to seniors.
- May 15 (M)-May 23 (T)** Collection of student fees during senior lunches.
- Friday, May 19** Deadline for purchasing senior-prom tickets. **Ticket cost is \$75.**
- Wednesday, May 24** Distribution of caps, gowns, and graduation tickets during Related classes.
- Thursday, May 25** Early senior sign-out begins for twelfth graders who are scholastically eligible and who have satisfied all school obligations.
- Friday, May 26** Senior promenade. Students must report to the cafeteria no later than 3:45 P.M. Guests must be seated in the gymnasium by 3:45 P.M. The promenade will begin promptly at 4 P.M. in the gymnasium.
- Friday, May 26** Senior prom at the Danversport Yacht Club, 161 Elliott St.; Danvers, MA 01923. 978-774-8622. 6-11:00 PM. No admittance after 7:00 PM.
- May 30 (T)-June 6 (T)** Senior week. **May 30**, Blue Man Group (SOLD OUT); **May 31**, Boda Borg (11 spots left); **June 1**, Class picnic at Kimball Farm, Westford, 11 A.M.-3 P.M.; **June 6**, Boston Harbor cruise on private yacht, dinner and music (46 tickets left)
- Wednesday, May 31** An invitation-only Scholastic Awards Night and reception at Tewksbury Country Club. Hors d'oeuvres at 6 P.M.; awards at 6:30 P.M.
- Thursday, June 1** Graduation flower pre-sale deadline. Parents who would like to purchase a bouquet of flowers for their graduate on graduation day should complete the enclosed order form and return it to the school office with payment-in-full to the attention of Ms. Bethany Keane before this date.
- Wednesday, June 7** 2017 Class Day. **A complimentary senior-class breakfast**, which begins at 8:15 A.M. in the cafeteria, will be followed by the vocational-technical awards ceremony and graduation rehearsal in the gymnasium.
- Thursday, June 8** Graduation day. Seniors report to school by 5:15 P.M. Commencement ceremony begins promptly at 6 P.M.
- Thursday, June 8** The all-night graduation party begins at 10 P.M. at Shawsheen. *No admission after 11:00 P.M.*
- Friday, June 9** Graduation rain date.
- Thursday, June 15** Sports Award Night

Sincerely,



Robert J. Kanellas, Ed.D.
Principal

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