

# GRADUATION MEMO



**TO: CPA Parents/Guardians of Gr. 12s and Potential Graduates**  
**RE: Graduation and Related Events 2017**

Dear Parents/Guardians of Grade 12 Students:

With the end of the school year fast approaching, and bringing with it many activities and events that are particular to the graduates of 2017, here are the important dates and information to keep in mind while planning for your graduation day.

## **APRIL 21 - MAY 1 - GRAD FEES AND APPLICATION TO GRADUATE COLLECTED**

The graduation fee and your Application to Graduate form (enclosed) can be dropped off in the Guidance Office to Ms. Lowe (rm. 242) from **April 21 - MAY 1 only**. Fees are \$50 per person cash or cheque only (\$10 if you will not be attending the ceremony). These fees cover the purchase of the gown, cap and tassel, the rental of the venue, the technical setup for the ceremony, a professional picture of the graduate receiving their diploma, the diploma holder and other miscellaneous expenses to make this day a success.

**Note:** If you are not attending the graduation ceremony and have paid your \$10, you can pick up your graduation package on the last day of school, **Friday, June 30 between 9am and 10am.**

**All students who pay their graduation fees by the deadline of May 1  
will be entered into a draw to win a FREE PROM TICKET.  
The draw will take place on Tuesday, May 2 at lunch.**

## **CPA AWARDS APPLICATION**

If applying to receive a CPA award (money toward your post-secondary), please complete the Awards Application form available online on the front page of our website under graduation information [www.cpa.ednet.ns.ca](http://www.cpa.ednet.ns.ca) by **3:30pm on May 1**. Please ensure your social insurance number is on this form or it will not be accepted.

## **SCHOLARSHIP OFFERS PUBLISHED IN GRADUATION PROGRAM**

To have your scholarship offers published in the graduation program and announced, you must bring in a **photocopy** of your offer letter(s) to Ms. Lowe in the Guidance Office (room 242) as soon as possible and also let her know which scholarship offers you are accepting (all offers can be published regardless of whether you are accepting them or not.) **Deadline is June 16.** Once the graduation program goes to print, we will be unable to publish your offers.

## **FRIDAY, MAY 26 - PROM**

The Prom will be held at the Halifax Marriott Harbourfront. Prom tickets are \$50 per person (cash or cheque made payable to Charles P. Allen High School). **Tickets will be sold on May 4 and 5 only**. Please refer to the prom contract (attached to this package) for further information about purchasing your ticket. Students must submit a signed prom contract to be eligible to attend the event. **The prom contract is due into the main office no later than April 26.** Any students who plan to sign-in a guest (who does not attend CPA) must submit their contract to the main office asap as all sign-in guests must be pre-approved by Administration in order to be eligible to purchase a ticket. If a sign-in is not approved, the CPA student will be notified. Please refer to the prom contract for more specific details regarding sign-in guests.

**Tables:** Each table seats groups of 12. After all tickets are purchased and guests have been approved, students will be able to choose their table **May 9 & 10**. Those wishing to sit together should come together to choose your table seating. Please note, there are no guarantees that everyone can be together.



Only CPA grads and their guests will be permitted inside the banquet room of the Halifax Marriott Harbourfront.

#### **PROM TIMELINE**

6:30 pm	Doors Open
7:00 pm	Dinner
8:00 pm	Dance
11:00 pm	Departure from the Halifax Marriott

#### **JUNE 19-23 – CPA EXAMS AND BOOK RETURN**

The full exam schedule will be printed and posted in the school and on the website when available.

In order to receive your graduation gown, you **must return all text books and library books** to the library.

Please return these as soon as you've finished your exams. If you have lost one of our books, please see Ms. Morgan to find out the cost you must pay for us to replace this book.

#### **WEDNESDAY, JUNE 28, 11:11 PM IN THE CAFETORUM – GRAD INFO SESSION AND GOWN PICK-UP**

The list of graduates for the class of 2017 will be posted at 12:00 noon on the bulletin board on the first floor by the main office. At 11:11 pm, there will be a brief information session about the graduation ceremony. Immediately following the session, the graduates will receive their cap and gown for the ceremony. **Graduates will get to keep their grad gowns and caps as souvenirs. All books and uniforms must be returned and grad fees must be paid in order to receive your graduation gown.**

#### **THURSDAY, JUNE 29, 1:30 PM – GRADUATION CEREMONY (HALIFAX FORUM)**

**Time:** Students must arrive at 12:30pm to begin the line-up for the commencement of the ceremony.

**Place:** Halifax Forum, Windsor Street, Halifax

Students and their families do not have to buy tickets for the graduation ceremony and can bring as many people as they wish. Students and families should be aware of traffic and parking and to time their arrival accordingly.

**Photographs:** There will be a photographer at the foot of the stage to take a picture of your graduate receiving their diploma from the principal. This photograph will be mailed to you, so please ensure that your address is up-to-date with us to avoid not receiving this photograph. If you have had a change of address or are unsure if we have your correct address, please email Ms. Lowe at [lowea@hrsb.ca](mailto:lowea@hrsb.ca).

Parents/guardians and family members are asked to refrain from crowding around the stage to take photos as it slows down the delivery of the certificates to graduates thus slowing down the ceremony itself. Photographs can be taken after the ceremony, but must be done in a timely manner as we only have the rental of the Halifax Forum for a limited time.

**Diploma and Transcripts:** When graduates are called up to the stage, they will be handed a blank diploma holder. Directly after the ceremony (behind the stage), students will pick up their grad package containing their diploma, three transcripts, three transcript envelopes, report card and any other certificates of merit.

Should you have any questions and/or concerns about any of these items, please do not hesitate to contact us at 902-832-8964.