

# KENNESAW MOUNTAIN HIGH SCHOOL

## Class of 2025

### Commencement Information and Schedule of Activities

Tuesday, May 20, 2025, 7:30 PM  
Kennesaw State University Convocation Center

It is important that you and your family review the following information carefully.

#### LOCATION OF VENUE AND DIRECTIONS

- The Convocation Center is located on the Kennesaw campus of Kennesaw State University at the intersection of I-75 and Chastain Road. From I-75, exit at Chastain Road (Exit 271) and turn west. Go to the first traffic light past the I-75 ramps and turn right onto Frey Road for graduate or guest parking. For accessible and special assistance parking, continue to the second traffic light and turn right on Kennesaw State University Road. Additional approach information and alternate routes are available on the district website at [www.cobbk12.org/graduation](http://www.cobbk12.org/graduation).

#### COMMENCEMENT TICKETS

- Commencement tickets will be distributed at the commencement practice on May 15, 2025.
- Honor Cords will be distributed at commencement practice. Graduates will need to contact club/organization sponsors to confirm additional cord/stole orders.
- All guests attending the commencement, including babies and small children, will need a ticket to enter the venue.
- A photograph of a ticket (including but not limited to images on a cell phone) may not be substituted for a legitimate ticket.
- Lost or damaged tickets cannot be replaced.

#### SENIOR CLEARANCE

- All fees for lost or damaged textbooks, media materials, parking, classroom instructional equipment, uniforms, or any other materials owed to the school must be cleared by Friday, May 9, 2025.
- Fines must be paid in cash only.
- All students must be cleared of fines prior to rehearsal.
- Students with outstanding fees will be prohibited from participating in the commencement ceremony.

#### FINAL EXAMS

- Thursday, May 8, 2025 – 3<sup>rd</sup> and 4<sup>th</sup> block exams
- Friday, May 9, 2025 – 1<sup>st</sup> and 2<sup>nd</sup> block exams

#### COMMENCEMENT PRACTICE

- Wednesday, May 14, 2025, 12:30 PM - 2:30 PM at Kennesaw Mountain High School Gym
- Thursday, May 15, 2025, 8:30 AM – 10:30 AM at Kennesaw Mountain High School Gym
  - Cap and gown are required at this rehearsal only.
  - Commencement tickets will be distributed at this practice.
- All practices are mandatory.

- Students who are late for ANY practice will not be permitted to attend the practice and must meet with the principal, Mr. Stark.
- Board and school policies (such as tobacco and drug/alcohol use, dress code, etc.) will be in effect.

### COMMENCEMENT ATTIRE

- Dress for graduates will be as follows:
  - Black pants, black shoes, black socks, white dress shirt, and tie
  - Solid colored black dresses (length no longer than the gown; collars should not show)
  - Black dress slacks or a skirt with a blouse
  - Simple small jewelry (no necklaces), and black dress shoes (no white hosiery and no silver/gold on the shoes)
  - Flat shoes are recommended due to the distance graduates will walk from graduate parking to the line-up room and to the ceremony venue.
- Each student must have a current commencement gown with a matching mortarboard and tassel. If you have questions about the items you ordered, please visit [www.atlgrad.com](http://www.atlgrad.com) or call Herff Jones at (770) 795-1626.
- Mortarboards are to be placed on the top of the head so that the mortarboard is flat on top. Bobby pins are suggested to hold the cap in place. Tassels are to be worn on the RIGHT side of the mortarboard during the ceremony.
- To ensure the ceremony's decorum and consistency among schools, alterations to the mortarboard and gown will not be permitted. Graduates may only wear stoles, cords, and other insignia authorized by the school.

### COMMENCEMENT DAY

- The commencement ceremony will take place on Tuesday, May 20, 2025, at 7:30 PM, at the Kennesaw State University Convocation Center.
- Graduates must arrive at KSU and report to the Siegel Recreation Center with their cap, gown, and tassel by 5:00 PM.
- Doors will open at 6:45 PM for guests. A designated door will open at 6:30 PM for guests with disabilities and guests requiring individualized assistance. Early admission will be granted to the person requiring assistance and one (1) ticketed companion only.
- Individuals requiring a wheelchair must provide their own.
- Following the ceremony, graduates will immediately proceed to the Campus Green for a final class photo. Family and friends should meet the graduates at the Campus Green. Upon exiting the Convocation Center through the Atrium, bear to the left to get to the Campus Green.

### PARKING

- **KSU charges a \$10.00 parking fee per car. Be prepared to pay by credit or debit card upon entering the parking deck or lot.**
- **Graduates** are to park in the Central Parking Deck. Graduates should be encouraged to bring/wear comfortable shoes for walking from the Central Parking Deck to the Siegel Recreation Center (SRC) and the Convocation Center (CC).
- **Guests** will park in the East Parking Deck and the East Economy Lot (across Frey Road from the East Parking Deck). Overflow parking will be available in the Central Parking Deck.

- **Guests with disabilities and elderly guests needing individualized assistance** should park in either Lot A or Lot B (as designated on the campus map at [www.cobbk12.org/graduation](http://www.cobbk12.org/graduation)). Golf carts will run continuously to convey guests to and from the Convocation Center.

**DIPLOMA DISTRIBUTION**

- Graduates or their enrolling adult will have the opportunity to pick up their diploma in person at the front office during business hours starting May 27, 2025. Please bring photo identification.

**VIDEO SALES**

- Video sales will be made available online on the district graduation page ([www.cobbk12.org/graduation](http://www.cobbk12.org/graduation)).
- CCSD will provide a live webcast of the commencement ceremony which will be publicly available via the school district website ([www.cobbk12.org/graduation](http://www.cobbk12.org/graduation)).

**FLOWER/GIFT SALES**




- Flowers and other graduation gifts may be purchased from district approved vendor(s) at district managed venues. Sales kiosks will be located in the pre-function areas and/or outside the venue.

**BAG CHECKS**

- **In accordance with Kennesaw State University requirements, all persons entering the Convocation Center must pass through metal detection devices. Also, guests entering the facility with a bag MUST use either a CLEAR TOTE, PLASTIC ZIP TOP BAG, or SMALL CLUTCH to be approved for entry into the venue. Please do not bring any packages that cannot be opened or inspected. Also, please allow extra time for entry as there may be delays.**

KSU requires that all persons entering the facility must submit all bags for inspection by public safety personnel.

Please see the description provided regarding clear totes, plastic zip top bags, and small clutches.

Clear Totes	Plastic Zip Top Bag	Clutch Bag or Small Purse
<ul style="list-style-type: none"> <li>• Size may not exceed 12"x 6"x 12"</li> <li>• Logo may only be on one side of the bag</li> <li>• Items in the tote must be loose</li> <li>• All bags are subject to search</li> </ul>	<ul style="list-style-type: none"> <li>• Size may not exceed 11" x 11"</li> <li>• Resealable</li> <li>• Clear</li> </ul>	<ul style="list-style-type: none"> <li>• Size may not exceed 6.5"x 4.5"</li> <li>• May include a handle or strap</li> <li>• Does NOT need to be clear</li> <li>• All bags are subject to search</li> </ul>
		

## PROHIBITED ITEMS

- Any object which obscures the view or impacts the safety of others is not allowed in any district-managed venue. A complete list of prohibited items is available on the district graduation web page ([www.cobbk12.org/graduation](http://www.cobbk12.org/graduation)).

## GENERAL INFORMATION

- Participation in the commencement ceremony is optional and a privilege. Students must meet all expectations and requirements to participate in the commencement ceremony.
- Behavior at the ceremony and practices must be exemplary. Please understand that disruption and misconduct in any form will not be tolerated.
- Throwing caps in the Convocation Center is inappropriate, dangerous, and not permitted.
- Any seniors causing a disturbance or in any way conducting themselves inappropriately during the ceremony will be removed.
- Restitution for any damage to the venue, district property, or vendor property will be the responsibility of the graduate(s) and/or audience who cause the damage.
- Please remember all graduation requirements must be met to participate in commencement exercises.
- Remove your gown from the packaging prior to commencement and hang it up so wrinkles will fall out.
- Lifetouch will take photos as each graduate receives his/her diploma and will make these available for purchase. Parents may not be in the aisles to film or take photographs. The use of tripods, monopods, selfie sticks, or other camera stabilizing devices is not permitted.
- Students are identified as honor graduates if they have a minimum, unrounded 3.500 GPA.
- The School Counseling Office will be closed Monday, May 12, through Friday, May 16, so counselors can verify graduation status for all seniors. A school counselor will contact you if there are any problems with final grades.
- Seniors will need to request a final transcript if they are planning to attend college. Final transcripts are NOT mailed automatically – students must request that one be sent. Submit your request by May 23. Please visit <https://kmhs.formstack.com/forms/25finaltranscript> to request your transcript. Collegiate athletes, if you also need to send a final transcript to NCAA or NAIA, you must submit your request using this link.
- Seniors need to report scholarship offers at <https://kmhs.formstack.com/forms/reportscholarships2025>. Please submit all offers received, including those you do not plan to use. This must be completed by April 28.
- Seniors must complete their Graduation Survey in Naviance. This survey will be available to complete around Spring Break. All seniors must complete this to be cleared for graduation. This must be completed by May 1.
- If you have any questions, please contact:
  - Philip Matthews (Graduation Administrator) at [philip.matthews@cobbk12.org](mailto:philip.matthews@cobbk12.org)

## COMMENCEMENT TIMELINE

DAY	DATE	EVENT
Monday	April 28	Deadline to report Scholarship Offers at <a href="https://kmhs.formstack.com/forms/reportscholarships2025">https://kmhs.formstack.com/forms/reportscholarships2025</a> . Please submit all offers received (including those you do not plan to use) through this link to be included in any recognitions.
All Week	April 28-May 2	Senior Week
Thursday	May 1	Senior Graduation Survey - Students will log-in to Naviance using your Office 365 credentials. On the homepage, scroll down to "Tasks from My School." Click on "Class of 2025 Graduation Survey," then "Take this Survey." There is a question that asks about scholarships, but you must submit your scholarship offers and proof of scholarship to <a href="https://kmhs.formstack.com/forms/reportscholarships2025">https://kmhs.formstack.com/forms/reportscholarships2025</a> to be included in the recognitions at commencement.
Friday	May 2	Senior Yearbook Distribution
All Week	May 5-9	Senior Clearance - Deadline for clearing any outstanding fines with the bookkeeper. This includes (but is not limited to) textbooks, outstanding fees, parking tickets, and Media Center fines.
Thursday	May 8	3 <sup>rd</sup> and 4 <sup>th</sup> Block Senior Final Exams
Friday	May 9	1 <sup>st</sup> and 2 <sup>nd</sup> Block Senior Final Exams
Monday	May 12	School Counseling Office closed 1 <sup>st</sup> , 2 <sup>nd</sup> , and 4 <sup>th</sup> periods
Tuesday	May 13	School Counseling Office closed 1 <sup>st</sup> , 2 <sup>nd</sup> , and 4 <sup>th</sup> periods
Wednesday	May 14	School Counseling Office closed 1 <sup>st</sup> , 2 <sup>nd</sup> , and 4 <sup>th</sup> periods
Wednesday	May 14	Commencement Practice 12:30 PM - 2:30 PM. Practice in the KMHS gym.
Thursday	May 15	Commencement Practice 8:30 AM -10:30 AM. Practice in the KMHS gym. Students should wear their graduation attire and bring their cap and gown to this rehearsal. Tickets will be distributed at this practice.
Friday	May 16	Cap and Gown walk at Lewis Elementary at 8:15 AM. The event is for students who attended Lewis. Please wear your gown and mortarboard to the event and RSVP <a href="#">here</a> .
Friday	May 16	Cap and Gown walk at McClure Middle School at 10:00 AM. The event is for students who attended McClure. Please wear your gown and mortarboard to the event.
Monday	May 19	Senior Parade – Specific information about the time (will be afternoon), route, and requirements to be shared prior to the event.
Monday	May 19	Technical Rehearsal 10:00 AM – 10:30 AM at the Kennesaw State Convocation Center. Mandatory for speakers and performers.
Tuesday	May 20	Commencement is at 7:30 PM at the Kennesaw State Convocation Center. Students must be at the Siegel Recreation Center by 5:00 PM.
Friday	May 23	Submit final transcript requests at <a href="https://kmhs.formstack.com/forms/25finaltranscript">https://kmhs.formstack.com/forms/25finaltranscript</a> by May 23.
Tuesday	May 27	Diploma Distribution- Graduates, or their enrolling adult, can pick up their diplomas in person at the front office during business hours starting May 27, 2025. Please bring photo identification.

For additional information and updates, please check the commencement link on the district web site: [www.cobbk12.org/graduation](http://www.cobbk12.org/graduation).

