



One Team, One Goal: Student Success

June 14, 2024

«FirstName» «LastName»
«Address1»
«Address2»
«City», «State» «Zip»

Dear «FirstName» & Parent(s)/Guardian(s),

«School» has notified my office that, upon successful completion of all requirements specified on the *Summer Graduation Candidate Eligibility* form submitted by the school, you will be eligible to graduate and participate in the July Commencement Ceremony.

The ceremony will be held at the Performing Arts Center (PAC) Theater on the campus of Harrison High School on Tuesday, July 30, 2024, at 7:00 p.m.

If you would like to participate in this ceremony, you **MUST**:

- Complete all requirements specified on the *Summer Graduation Candidate Eligibility* form. If you have questions regarding your eligibility to graduate and participate, please email our office at events@cobbk12.org or contact the School Counseling Office at your school.
- Notify my office of your intent to participate in the ceremony so we can plan accordingly. **We must receive your RSVP by Friday, July 19.** Dinner will be served to participating graduates, but you **must RSVP** to be included in the meal count. Please email your response to events@cobbk12.org and include your name, school, cell phone number, and CCSD Student ID number in the email. Your CCSD Student ID number is «Cobb_ID». Dinner will be served following the mandatory practice.
- Have a cap, gown, and tassel for your high school. If you do not have a cap, gown, and tassel, you must make arrangements to obtain one prior to the ceremony. You **MUST** wear a cap and gown to participate in the ceremony. Ordering information is available on the enclosed flyer from Herff Jones. **You must order these items no later than Thursday, July 18.**
- Attend a **MANDATORY** practice at the Harrison High School Performing Arts Center Theater on Tuesday, July 30, at 4:00 p.m. You **MUST** attend this practice, or you **will not** be allowed to participate in the ceremony. To avoid distractions and complete the rehearsal in the time available, **ONLY GRADUATES will be permitted in the Performing Arts Center Theater during the rehearsal.** Doors will open for guests at 6:30 p.m. While tickets are not required for this event, seating is limited.
- Wear appropriate attire for the ceremony. Women should wear a light pastel dress under the gown. Do not wear corsages. Wear simple earrings, if desired. Men should wear a white shirt, dark tie, dark shoes, and dark socks under the gown. Students may not wear sandals.

If you have any questions regarding this opportunity, please feel free to contact my office either by emailing events@cobbk12.org or by calling the phone number at the top of this letter.

Sincerely,

John Stafford
Senior Executive Director Events and Venue Management

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