

Dear Parents:

The information in this letter is quite important and will answer many of your questions concerning graduation activities. If you have any questions or special circumstances, please contact one of us at Palatine High School, (847)755-1600. We invite you to visit the Class of 2017 on the PHS homepage at <http://phs.d211.org>.

1. All graduates will receive four tickets for graduation. The tickets will be distributed on Tuesday, May 16, during cap and gown distribution. **No extra tickets will be distributed.** Extra seating for the commencement ceremony will be available in the auditorium and the cafeteria. Guests will be able to view the ceremony via video enhancement. The auditorium and the cafeteria are air-conditioned and are ideal locations for families with small children and elderly guests. No ticket is needed to sit in the auditorium or the cafeteria. The best way to get extra tickets for the gymnasium is to request them from a graduate not needing the original four. If you need special seating arrangements (handicap/elderly), you will need to exchange a regular ticket for a special seating ticket, with a limit of two.
2. Caps and gowns will be distributed in the east gym on Tuesday, May 16. All obligations to the school must be cleared before we issue the cap and gown and diploma. This includes library fees, detentions, athletic wear and summer school signup for July/August graduates. Your student will be told if fees are due. If you have not ordered your cap and gown, please contact Jostens immediately at (847) 818-8419.
3. May 18 is the last full day of classes for seniors. Also, May 18, the Senior Class will be hosting a senior picnic during periods 5 through 8. The cost of the senior picnic will be \$10.00. Students are invited to participate in the picnic or attend class.

Seniors who do not qualify to exempt from final exams, must take them on May 24, 25, 26, *after* graduation on May 21. These students may not receive diplomas until Wednesday, May 31. Diplomas will be available in the registrar's office. On graduation day, all students will receive a diploma cover.

4. Commencement practice will begin at 8:00 AM on Friday, May 19, in the gymnasium. Attendance at practice is essential in order to understand the progression of the ceremony. Allow at least 2-1/2 hours for practice. **Attendance is mandatory!**
5. The senior breakfast is Saturday, May 20, at 10:00 AM, in the PHS cafeteria. The cost is \$20.00. Tickets may be purchased in the attendance hallway beginning May 8, during lunch hours. Ticket sales end Friday, May 12. Dress is semi-formal. The breakfast will conclude shortly after 1:00 PM. If you have any special needs, please contact Jenny Grapenthin.

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6. Commencement begins at 2:00 PM, Sunday, May 21. Doors will open at 1:00 PM. All members of the class will meet in the east gym at 1:30 PM. All guests, including those with special seating (handicap/elderly) tickets, will use the main gym door entrance on the south side of the building. Before and after the ceremony, wheelchairs will be available for those in need. However, the chairs are only intended to move people and cannot be used as a permanent seat during or after the commencement. We ask your understanding and cooperation in this matter. The football stadium parking lot will be open, and a shuttle bus to the school will be available. ***Please note that all guests must be seated in the gymnasium by 1:55 PM. After 1:55 PM, guests will be directed to sit either in the auditorium or cafeteria.*** The ceremony should conclude shortly after 3:30 PM.
7. For the commencement, boys are asked to wear dark socks, dress pants, dark shoes and shirt and tie. Girls should wear dress shoes, dress, skirt or dress pants. We request that nothing be pinned to the gown. Students who do not dress appropriately will not be allowed to participate in the ceremony. The ceremony is formal, and we ask parents to dress accordingly. Because seating is at a premium, we ask that you do not use tripods for video cameras. Graduates will be asked to return their gown immediately following the ceremony. Please plan to take photographs before the ceremony.
8. A DVD of the graduation ceremony can be purchased for \$10.00. The DVD will be mailed home after the graduation ceremony. Orders for the DVD will take place beginning May 8. In addition, professional photographers from VIP will be taking individual photographs of each graduate. Visit www.vipis.com for information regarding these photographs.
9. Flowers provided by Fabbrini's Florist (888-885-2000) will be available for purchase on graduation day. For your information, no balloons will be allowed in the school on graduation day.

Congratulations to parents and students. Let's make the 2017 commencement week activities the most memorable in the history of Palatine High School.

Sincerely,

Jennifer Grapenthin
Senior Class Sponsor

Shannon O'Brien
Senior Class Sponsor

CALENDAR FOR CLASS OF 2017 – MAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7	8	9	10	11	12	13
	Senior Breakfast Tickets - \$20.00 T-Shirt Sales - \$10.00 DVD Sales - \$10.00 Picnic Ticket - \$10.00					
14	15	16 8:15 –3:30 Cap/Gown Graduation Tickets	17	18 Last full day of classes Senior Picnic	19 Graduation Practice 8:00 AM	20 Senior Breakfast 10:00 AM
21 2:00 PM Graduation	22	23	24 Final Exams Periods 1, 2, 3	25 Final Exams Periods 6,7,8	26 Final Exams Periods 4, 5	27