



Kentlake High School  
Senior Graduation  
Handbook

*Class of 2023*

February 17, 2023

Dear Parents and Guardians of the Class of 2023:

Graduation is an exciting time for our students. And, it can also be very busy. There are a lot of events, responsibilities and deadlines that need to be met in order for our students to walk across the graduation stage. This handbook is intended to help parents know what to expect throughout the senior year. Please use this handbook as a reference to guide you through the senior year.

I need to emphasize that this handbook has TENTATIVE DATES and will be subject to change. When changes occur, we will communicate this out to our families. In addition, the most up to date copy of this handbook will be on our [Kentlake Website Graduation Page](#).

As a Falcon Family, we are dedicated to celebrating the amazing accomplishments of our Seniors.

As a Falcon Family, we wish our seniors an amazing year!

Respectfully-



Heidi Maurer  
Principal  
Kentlake High School

Calendar of Events:

<b>Date</b>	<b>Activity</b>	<b>Contact Person</b>
<b>October 1</b>	<a href="#">FAFSA and WAFSA Application Open</a>	Kathy Morrison <a href="mailto:Katherine.Morrison@kent.k12.wa.us">Katherine.Morrison@kent.k12.wa.us</a>
<b>October 26</b>	<a href="#">Jostens purchases begin. Information mailed home to families to place orders.</a>	Greg Kaas <a href="mailto:Gregory.Kaas@kent.k12.wa.us">Gregory.Kaas@kent.k12.wa.us</a>
<b>October</b>	<a href="#">Senior credit checks with counselors</a>	Student Services (253)373-4910
<b>November</b>	<a href="#">Fall Senior Graduation Review</a>	Student Services (253)373-4910
<b>December 15th</b>	<a href="#">Yearbook Photos Due- December 15th; email has been sent out. New system with a personal link.</a>	Aly Lacey <a href="mailto:Alyse.Lacey@kent.k12.wa.us">Alyse.Lacey@kent.k12.wa.us</a> Suzanne Rychlik <a href="mailto:Suzanne.Rychlik@kent.k12.wa.us">Suzanne.Rychlik@kent.k12.wa.us</a> EMAIL BOTH CONTACTS WITH QUESTIONS
<b>January 13</b>	<a href="#">Senior Memory Maker Payment due January 13</a>	Aly Lacey <a href="mailto:Alyse.Lacey@kent.k12.wa.us">Alyse.Lacey@kent.k12.wa.us</a> Suzanne Rychlik <a href="mailto:Suzanne.Rychlik@kent.k12.wa.us">Suzanne.Rychlik@kent.k12.wa.us</a> EMAIL BOTH CONTACTS WITH QUESTIONS
<b>February</b>	<a href="#">Winter -Graduation requirement review. Notifications to parents whose students are not on-track for graduation.</a>	Student Services (253)373-4910
<b>February 24</b>	<a href="#">Senior Baby Pictures Due February 24</a>	Aly Lacey <a href="mailto:Alyse.Lacey@kent.k12.wa.us">Alyse.Lacey@kent.k12.wa.us</a> Suzanne Rychlik <a href="mailto:Suzanne.Rychlik@kent.k12.wa.us">Suzanne.Rychlik@kent.k12.wa.us</a> EMAIL BOTH CONTACTS WITH QUESTIONS
<b>March 3</b>	<a href="#">Senior Where to Next Due March 3</a>	Aly Lacey <a href="mailto:Alyse.Lacey@kent.k12.wa.us">Alyse.Lacey@kent.k12.wa.us</a> Suzanne Rychlik <a href="mailto:Suzanne.Rychlik@kent.k12.wa.us">Suzanne.Rychlik@kent.k12.wa.us</a> EMAIL BOTH CONTACTS WITH QUESTIONS
<b>March 3</b>	<a href="#">Senior Memory Maker Due- due March 3</a>	Aly Lacey <a href="mailto:Alyse.Lacey@kent.k12.wa.us">Alyse.Lacey@kent.k12.wa.us</a> Suzanne Rychlik <a href="mailto:Suzanne.Rychlik@kent.k12.wa.us">Suzanne.Rychlik@kent.k12.wa.us</a> EMAIL BOTH CONTACTS WITH QUESTIONS
<b>April 4</b>	<a href="#">Cap &amp; Gown Pick Up</a>	Alli Humphreys & Greg Kaas <a href="mailto:Allison.Humphreys@kent.k12.wa.us">Allison.Humphreys@kent.k12.wa.us</a> <a href="mailto:Gregory.Kaas@kent.k12.wa.us">Gregory.Kaas@kent.k12.wa.us</a>
<b>April 17</b>	<a href="#">Senior High School and Beyond Plan (Graduation Requirement) DUE</a>	Kirsten Roberts-Hunkovic <a href="mailto:Kirsten.Roberts-Hunkovic@kent.k12.wa.us">Kirsten.Roberts-Hunkovic@kent.k12.wa.us</a>

May 11 & 31	<a href="#">Cinderella Project</a>	Kentlake Community PTSA KentlakePTSA@gmail.com
April 26	<a href="#">Senior Class Meeting- during Homeroom</a>	Greg Kaas <a href="mailto:Gregory.Kaas@kent.k12.wa.us">Gregory.Kaas@kent.k12.wa.us</a>
April 26	<a href="#">Staff Speaker/Ushers Nominations</a>	
May 11 & 31	<b>UPDATE!</b> <a href="#">Cinderella Project</a>	Kentlake Community PTSA KentlakePTSA@gmail.com
May 15	<a href="#">Pick-up for Prom guest contracts begins</a>	Main Office <a href="mailto:Rachel.Burton@kent.k12.wa.us">Rachel.Burton@kent.k12.wa.us</a>
4 <sup>th</sup> Quarter	<a href="#">Grad Speaker Discussions</a>	Scott Cleary/English Department <a href="mailto:Scott.Cleary@kent.k12.wa.us">Scott.Cleary@kent.k12.wa.us</a> Greg Kaas <a href="mailto:Gregory.Kaas@kent.k12.wa.us">Gregory.Kaas@kent.k12.wa.us</a>
May 17	<a href="#">Last day to register for Edgenuity classes in order for them to be completed by graduation</a>	Student Services (253)373-4910
May 18	<a href="#">Student Speakers Selected</a>	Scott Cleary/English Department <a href="mailto:Scott.Cleary@kent.k12.wa.us">Scott.Cleary@kent.k12.wa.us</a>
May 19	<a href="#">Last day make payments by <i>check</i></a>	Cashier/Bookkeeper <a href="mailto:Susan.Little@kent.k12.wa.us">Susan.Little@kent.k12.wa.us</a>
May 22	<a href="#">Prom court nominations begin</a>	Kathy Morrisson <a href="mailto:Katherine.Morrisson@kent.k12.wa.us">Katherine.Morrisson@kent.k12.wa.us</a>
May 22	<a href="#">Prom tickets go on sale</a>	Cashier/Bookkeeper <a href="mailto:Susan.Little@kent.k12.wa.us">Susan.Little@kent.k12.wa.us</a>
May 22	<a href="#">Senior Brunch tickets go on sale</a>	Cashier/Bookkeeper <a href="mailto:Susan.Little@kent.k12.wa.us">Susan.Little@kent.k12.wa.us</a>
May 24	<a href="#">Deadline to submit photos to Senior Slide Show</a>	<a href="mailto:kentlakeseniors@gmail.com">kentlakeseniors@gmail.com</a>
May 24	<a href="#">Teachers notify parents of students who are in danger of failing their class.</a>	Teachers
May 24	<a href="#">Senior College and Career Signing Day</a>	Kathy Morrison <a href="mailto:Katherine.Morrisson@kent.k12.wa.us">Katherine.Morrisson@kent.k12.wa.us</a> Kirsten Roberts-Hunkovic <a href="mailto:Kirsten.Roberts-Hunkovic@kent.k12.wa.us">Kirsten.Roberts-Hunkovic@kent.k12.wa.us</a>
June 6	<a href="#">Falcon Awards Night</a>	Greg Kaas <a href="mailto:Gregory.Kaas@kent.k12.wa.us">Gregory.Kaas@kent.k12.wa.us</a>
June 8	<a href="#">SADD Assembly</a>	Kathy Morrison <a href="mailto:Katherine.Morrisson@kent.k12.wa.us">Katherine.Morrisson@kent.k12.wa.us</a>
June 9	<b>NEW!</b> <a href="#">Senior Prom at the Museum of Glass in Tacoma</a>	Kathy Morrison <a href="mailto:Katherine.Morrisson@kent.k12.wa.us">Katherine.Morrisson@kent.k12.wa.us</a>

June 12-16	<a href="#">Elementary Graduation Walks</a>	Greg Kaas <a href="mailto:Gregory.Kaas@kent.k12.wa.us">Gregory.Kaas@kent.k12.wa.us</a>
June	<a href="#">Fines</a>	Cashier/Bookkeeper <a href="mailto:Susan.Little@kent.k12.wa.us">Susan.Little@kent.k12.wa.us</a>
June 12	<a href="#">Senior Finals (1, 3, 5)</a>	Classroom Teachers
June 13	<a href="#">Senior Finals (2, 4, 6)</a>	Classroom Teachers
June 14	<a href="#">Senior Awards</a>	Main Office <a href="mailto:Lisa.West@kent.k12.wa.us">Lisa.West@kent.k12.wa.us</a>
June 14	<b>Update!</b> <a href="#">Senior Laptop Collection</a>	KL Swap Room
June 15	<a href="#">Student Moving Up Assembly</a>	Peter Fowler <a href="mailto:Peter.Fowler@kent.k12.wa.us">Peter.Fowler@kent.k12.wa.us</a>
June 15	<a href="#">Last day to pay senior fines</a>	Cashier/Bookkeeper <a href="mailto:Susan.Little@kent.k12.wa.us">Susan.Little@kent.k12.wa.us</a>
June TBD	<a href="#">Senior Yearbook Distribution</a>	Aly Lacey <a href="mailto:Alyse.Lacey@kent.k12.wa.us">Alyse.Lacey@kent.k12.wa.us</a> Suzanne Rychlik <a href="mailto:Suzanne.Rychlik@kent.k12.wa.us">Suzanne.Rychlik@kent.k12.wa.us</a> EMAIL BOTH CONTACTS WITH QUESTIONS
June 14	<b>UPDATE!</b> <a href="#">Graduation ticket pickup begins</a>	Cashier/Bookkeeper <a href="mailto:Susan.Little@kent.k12.wa.us">Susan.Little@kent.k12.wa.us</a>
June 15	<a href="#">Edgenuity class finished/passed</a>	Student Services (253)373-4910
June 12	<a href="#">Graduation Walking List finalized at 3:00 pm</a>	Main Office <a href="mailto:Rachel.Burton@kent.k12.wa.us">Rachel.Burton@kent.k12.wa.us</a>
June 15	<a href="#">Counselors call parents of all students not walking at Graduation</a>	Student Services (253)373-4910
June 16	<a href="#">Graduation Rehearsal</a>	Greg Kaas <a href="mailto:Gregory.Kaas@kent.k12.wa.us">Gregory.Kaas@kent.k12.wa.us</a>
June 16	<b>Update!</b> <a href="#">Senior Brunch</a>	Kathy Morrisson <a href="mailto:Katherine.Morrisson@kent.k12.wa.us">Katherine.Morrisson@kent.k12.wa.us</a>
June 17	<b>NEW!</b> <a href="#">Graduation Caps</a>	Greg Kaas <a href="mailto:Gregory.Kaas@kent.k12.wa.us">Gregory.Kaas@kent.k12.wa.us</a>
June 17 at 4:30	<a href="#">Graduation</a>	Greg Kaas <a href="mailto:Gregory.Kaas@kent.k12.wa.us">Gregory.Kaas@kent.k12.wa.us</a>
June 17	<a href="#">PTSA Graduation Celebration – Grad Night</a>	Kentlake Community PTSA <a href="mailto:KentlakePTSA@gmail.com">KentlakePTSA@gmail.com</a>
June	<a href="#">Graduates from other KSD High Schools</a>	Student Services (253)373-4910
June 30	<a href="#">Final Transcripts</a>	Student Services (253)373-4910
July 24	<a href="#">Diplomas</a>	Student Services (253)373-4910
	<a href="#">Calendar ofEvents</a>	

## **FAFSA and WASFA Application Open**

Your college financial aid package may include scholarships, loans, grants, and work study funds. Financial Aid can be applied to 4-year, 2-year, trade or technical school and some apprenticeship programs. If students have a College Bound Scholarship, they must fill out the FASFA or WASFA to maintain their scholarship access.

It's important to submit your Free Application for Student Financial Aid (FASFA) and/or Washington Application for State Financial Aid (WASFA) as soon as possible after they open the applications on **October 1**. Both of these forms are used to determine how much money you will receive to help pay for your education.

[Submit a free FASFA application](#)

[Submit a free WASFA application](#)

**Need help filling out the FASFA or WASFA?** Contact Kentlake's College and Career Specialist, Mrs. Kathy Morrisson. She can be found in the Career Center office across from the main office or by email at [katherine.morrisson@kent.k12.wa.us](mailto:katherine.morrisson@kent.k12.wa.us).

## **Jostens Purchases Begin**

It's time to order your cap and gown, announcements, and accessories. Information has been mailed home to families earlier this fall, but you can order online at [jostens.com](http://jostens.com). If you have questions, feel free to call Mike Annis with Jostens at 206- 931-4723 or email him at [mike.annis@jostens.com](mailto:mike.annis@jostens.com)

## **Graduation Requirement Review Process**

Counselors monitor our student's progress towards graduation with a series of graduation checks:

- Fall Graduation Review for all Seniors.
- Winter Graduation Review for Seniors who are not on track for graduation.
- Final Graduation Review

These graduation reviews ensure that our students have met the requirements for a Kentlake diploma. The Fall Graduation Review is emailed home to all parents and the student for review. Students who are not on track for graduation will be closely monitored and another review will be done following first semester and again in spring if needed.

In order for a student to graduate from Kentlake, they must meet the following requirements:

- 24 credits in the designated courses of study.
- Completed High School and Beyond Plan.
- Completed graduation pathway.
- Completed Washington State History Course.

For additional information on Kent School District graduation requirements, [CLICK HERE](#).

Your student's counselor is the best resource if you have questions about your student's graduation status. Counselors are assigned based upon last name. Below are the counselor assignments for the 2022- 2023 school year:

- Julie Gibson (Last name A-Fe) [Julie.Gibson@kent.k12.wa.us](mailto:Julie.Gibson@kent.k12.wa.us)
- Ken Darcy (Last name Fi-Li & 9<sup>th</sup> Grade Academy) [Kenneth.Darcy@kent.k12.wa.us](mailto:Kenneth.Darcy@kent.k12.wa.us)
- Lisa McGraw (Last name Ll-Ro) [Lisa.McGraw@kent.k12.wa.us](mailto:Lisa.McGraw@kent.k12.wa.us)
- Lana Wainscott (Last name Ru-Z & 10<sup>th</sup> Grade Academy) [Lana.Wainscott@kent.k12.wa.us](mailto:Lana.Wainscott@kent.k12.wa.us)

## **Senior Pictures**

The Kentlake Yearbook class needs your senior pictures! You have an option to either use your picture taken at the beginning of the school year or turn in a picture done by an outside photographer. Pictures for this year need to be turned in by **Wednesday, December 15<sup>th</sup>**.

There are two ways to submit your senior picture:

1. By Email: [kentlakeyearbooksubmissions@gmail.com](mailto:kentlakeyearbooksubmissions@gmail.com) Please make sure include your students first and last name in the subject of the e-mail.
2. Upload it directly to our yearbook software: [images.balfour.com](https://images.balfour.com).
  - a. Project # is 212311
  - b. Please make sure to include your students' first and last name under the picture.

Pictures should be high quality (at least 300 dpi) and students' faces should be visible. Props in the picture must be school appropriate and clothing should follow the school dress code and the yearbook staff reserves the right to reject any photos not meeting the criteria.

## **SENIOR Memory Maker DUE DATE**

Friday, January 13<sup>th</sup>, 2023, for payment  
Memory Makers are due on March 3<sup>rd</sup>.

### **Sizes:**

¼ page Memory Maker. 5.25 inches tall, 4.1 inches wide

½ page Memory Maker: 5.25 inches tall, 8.5 inches wide

Full page Memory Maker: 10.5 inches tall, 8.2 inches wide

## **Senior Baby Pictures**

Please email the name of your Senior and their baby photo to be featured in the 2022-23 Yearbook!

**Submission Deadline:** Friday, February 24<sup>th</sup> **Email:** [kentlakeyearbookpictures@gmail.com](mailto:kentlakeyearbookpictures@gmail.com)

## **Seniors Where to Next Plans**

Please share with us your next step after high school by Friday, March 3<sup>rd</sup>. We'd love to hear what your future plans are after high school. Please use your school email address.

<https://forms.office.com/r/KLPWJYxmyj>

## **Cap & Gown Pick Up**

Jostens at Kentlake during lunches on April 4, 2023, for cap & gown pick up.

## **Senior High School and Beyond Plan (Graduation Requirement)**

### **DUE April 17**

#### **Planning for Life After Graduation**

The high school and beyond plan (HSBP) provides students the opportunity to think about their future and develop a plan to get the most out of high school so they're ready to pursue their adult lives no matter what direction they plan to take.

#### **A High School and Beyond Plan includes:**

- Identification of career goals based on a career interest and skills inventory or assessment.
- Identification of educational goals.
- A four-year course plan that fulfills graduation requirements and aligns with career and educational goals.
- A resume or activity log by the end of twelfth grade that provides a written compilation of student's education, work experience, and community service.

Students receive information regarding the high school and beyond plan and assistance in completing this graduation requirement in Homeroom throughout their High School career.

#### **Questions?**

If you have questions, please contact Assistant Principal, Kirsten Roberts-Hunkovic or your student's Homeroom teacher for assistance.

Students can also access support through their KL Student Homeroom Canvas Course. If a senior is unable to access this course, please contact Ms. Roberts-Hunkovic for support.

**Optional HSBP support sessions are scheduled March 21, 23, 28 and 30<sup>th</sup> during all 3 lunches in the library. Check your KSD email for additional drop-in sessions that will be hosted on MS Teams in March and April.** Additional information can be found in Kent School District [Procedure 2410P](#).

Source: [RCW 28A.230.090](#)



## **Cinderella Project**

In order to support all students with engaging in Prom, our PTSA runs the Cinderella Project where students can borrow dresses and tuxes for free. Students can stop by and “shop” for prom attire on **May 11 & May 31 from 5:30-7:30pm at 317 4th Ave S (2nd floor) in Kent. Enter using the main doors. CP will not be visiting individual schools this prom season. Parent permission slips are not required.** Questions? Email [cinderellaproject@kacpta.org](mailto:cinderellaproject@kacpta.org)

## **Mandatory Senior Class Meeting**

Seniors will meet in the PAC during Homeroom on Wednesday, April 26<sup>th</sup> to discuss finishing strong, nominating staff speakers/ushers, graduation info with Jostens, grad party, grad walking partners, senior graduation speaker information, prom, and vote for Heart of the Falcon Awards.

## **Staff Speaker/Ushers Nominations**

The class of 2023 will have the opportunity to select the staff speaker and ushers that will be a part of the graduation ceremony. Students will receive a survey at the Senior Class Meeting on Wednesday, April 26<sup>th</sup> during Homeroom. In this survey, they will nominate staff for these positions. To vote, students need to attend the Senior Class Meeting.

## **Graduation Speaker**

The Senior class president and one “at large” senior will speak at graduation. All seniors can try out to be a graduation speaker. Senior English classes will support students with writing their graduation tryout speeches and mentoring students through the process. This will take place during 4<sup>th</sup> quarter. Running Start students are also encouraged to try out to speak at graduation. Running Start students should reach out to Mr. Kaas in the Athletics and Activities Office at [Greg.Kaas@kent.k12.wa.us](mailto:Greg.Kaas@kent.k12.wa.us). Students will try out in front of a panel of KL seniors and KL staff who will vote on the speaker. Tryouts will be held on Thursday, May 18. Please contact Mr. Kaas or Mr. Cleary if you have questions.

## **Last Day to Register for Edgenuity Classes to be Completed by Graduation**

Edgenuity classes are used to assist students in recapturing credit for a class previously failed. The last day to enroll in an Edgenuity class is 30 days prior to graduation, so that there is time to complete the course prior to graduation. Students enrolled in Edgenuity classes need to complete these courses no later than **June 15, 2023**, with a passing grade in order to earn the required credit for the course.

## **Prom Court**

This year for Prom court, an email will be sent from Mrs. Morrisson or Mr. Fowler. The email will be sent out on **Monday, May 22** and voting will close **Friday, May 26th**. Please nominate up to 8 seniors. On **May 30<sup>th</sup>**, a second email will be sent out for the voting of the top two royalty. You have until **June 1** to vote in that second election. Please remember to check your emails so you can vote!

Prom Court will be announced at Prom.

## **Payments**

The following will be the payment options for the remainder of the year:

**ALL STUDENTS:** Cash/credit/debit or online ONLY as of Saturday, May 20th

**HOURS OF OPERATION:** ALL KL students, including Running Start, are expected to adhere to the following hours of operation for the Cashier's Office:

Before school, 7:10-7:30am

During lunches

After school, 2:10-2:40 (Wednesdays 12:10-12:40)

The Administration expects you to be in class during class time. Teachers cannot give you a pass to come to the Cashier's Office.

## **Senior Slide Show Pictures**

Please email any pictures and/or quotes you would like to have in the senior slideshow to:  
[kentlakeseniors@gmail.com](mailto:kentlakeseniors@gmail.com)

\*All pictures must be received no later than **Wednesday, May 24<sup>th</sup>**

\*\* Appropriate pictures and memories will be included

\*\* Pictures of seniors from all four years of high school!

\*\* Please try to limit the number of pictures to your 10 favorites

## **Seniors in Danger of Failing**

**On May 24<sup>th</sup>, 2023**, Teachers will document and contact parents of students who are in danger of failing their class. This serves as an official notification that a student will not graduate if they do not pass a particular class. Teachers will work with families to develop a plan to support the student with passing the course. Teachers will contact parents to ensure they are aware of their student's struggling grade.

## **Senior College and Career Signing Day: May 24, 2023, during Homeroom**

We are excited to celebrate ALL our seniors' post-secondary plans. This includes students who are continuing to 2-year, 4-year, apprenticeships, internships, careers, or military.

## **Falcon Awards Night**

The Falcon Awards night is a time of year to recognize the students, staff, and community members that make **Kentlake** an amazing school to attend & work!! The 11<sup>th</sup> Annual Falcon Awards Night is our version of the Oscars & will be held on **Tuesday, June 6<sup>th</sup> from 6:00-8:00pm**. It is a wonderful night of food and music from our very own KL Jazz Band & recognition that brings our Falcon Family together.

## **SADD Assembly**

Our school's SADD (Students Against Destructive Decisions) was created to raise awareness for underage drinking, impaired driving, the effects of using tobacco products, as well as other destructive decisions. \*\*We will be having our mandatory SADD assembly for seniors on **Thursday, June 8, 2023, at noon. All Seniors are expected to attend this event.**

## **Senior Prom**

Senior prom will be on Friday, June 9<sup>th</sup>, 2023, from **8 pm** to **11 pm** at the Museum of Glass in Tacoma. Please remember, shoes are always required to be worn in the venue.

**We received an update from the museum that they do not allow glitter on clothing or decorations in their facility. If your clothing leaves glitter behind, it will not be allowed in the building. Please plan accordingly.**

**Senior Prom tickets will be available to purchase on Monday, May 22 until Friday, June 2. The prices are as follows:**

May 22-May 26	\$45 with ASB, \$55 without ASB
May 30 – June 2	\$55 with ASB, \$65 without ASB

Free tickets apply for Kentlake seniors who have a waiver on file for free/reduced lunch. Check with the cashier to see if you're eligible to receive a free ticket to Prom.

- **All fines must be clear prior to purchase.**
- Seniors **must** have their High School and Beyond Plan completed and checked-off to purchase their ticket.
- This event is for senior students only and their date.
- Completed guest contracts are required to purchase tickets. Pick up from Main Office, Athletics or Cashier beginning May 15th. Guests must be younger than 21 years old.
- **Guest contracts will NOT be accepted after Wednesday, May 31. Please plan accordingly.**

- Cashier will not “hold” tickets if the student doesn’t have their guest forms completed and/or fines paid at the time of purchase.
- ID is required.
  - Bring ID card for both Kentlake students at the time of purchase.
  - OR bring ID card for Kentlake student and completed guest contract for guest ticket.
  - Any current picture ID may be used to enter the dance (Driver’s license, permit, school ID)

Underground parking is available on site. Enter on Dock Street, at the Northwest corner, next to the loading dock. Parking rate is \$5 purchased at the pay station located in the SE corner of the garage by the elevator.

## **Graduation Walks**

Seniors will have the opportunity to participate in graduation walks at our feeder elementary schools. These opportunities will take place the week of June 12-16. We will share specific dates and times with seniors when they are finalized.

## **Fines**

Parents and students are expected to log on to the Online Payment system to verify outstanding fines. Direct link: <https://wa-kent.intouchreceipting.com/>. Fines can be paid directly on the site or with the cashier. Questions regarding fines can be emailed to the Cashier at [susan.little@kent.k12.wa.us](mailto:susan.little@kent.k12.wa.us) . She will review records and reply with any updated information/clarification. Addressing this information prior to **FRIDAY, JUNE 3rd will make the graduation process much easier!**

## **Senior Finals**

**Senior Finals (1, 3, 5): June 12<sup>th</sup>**

**Senior Finals (2, 4, 6): June 13<sup>th</sup>**

Senior finals will be an hour long. There will be no adjustment to the bell schedule. Students will complete finals in periods 1,3 and 5 on June 12<sup>th</sup>, 2022, and in periods 2, 4, and 6 on June 13<sup>th</sup>, 2022. Teachers will provide students with specific details for their class.

## **Senior Awards Night: June 14th at 7:00pm**

Kentlake will honor their senior award winners on June 14th @ 7:00pm in the Kentlake Performing Arts Center. Friends and family of invitees are welcome to attend. Award recipients will receive an invitation. Please RSVP to Mrs. West in the Main Office.

## **Senior Laptop Collection**

Will be June 14, 2023. Please plan to have all laptops and accessories ready to turn in at that time.

**PLEASE NOTE: Seniors must turn in their laptop and have a “Laptop Clearance Ticket” to pick-up their graduation tickets.**

Seniors are expected to be proactive and clear their fines by Thursday, June 8. Seniors with outstanding fines as of June 14 will not be allowed to pick up their tickets and/or participate in graduation practice until all fines and obligations are clear. Participation in graduation practice is ***required*** to participate in the ceremony on June 17.

**HOURS OF OPERATION:** ALL KL students, including Running Start, are expected to adhere to the following hours of operation for the Cashier’s Office:

Before school – 7:10am-7:40am

During student lunches

After school – 2:20pm-2:45pm (Wednesdays 12:20-12:45)

The Administration expects you to be in class during class time. Teachers cannot give you a pass to come to the Cashier’s Office.

## **Student Moving Up Assembly**

Students will come together in the gym on June 15<sup>th</sup>, 2023, to say goodbye to the seniors through a moving up assembly. We will be on a PM Assembly schedule. This event is for students. Running Start students are welcome to attend this event.

## **Yearbook Distribution**

**Pre-purchased yearbooks will be distributed sometime in June (exact time TBD depending on when the books are delivered). This is early distribution and students must have all fines cleared to pick up their books. ID is required to pick up your yearbook!**

For those who did not pre-purchase yearbooks, there will be a limited quantity of yearbooks available in June on a first come, first served basis. Students that are clear of all current fines may purchase a yearbook for \$75.00. The date is yet to be determined. All sales will be cash/debit/credit only.

## **Graduation Ticket Pickup**

**Seniors who are clear of all fines, have turned in their laptop, and are cleared academically through Student Services will be able to pick up graduation tickets on Wednesday, June 14th during lunches in the main hallway off the Commons at the designated tables.** After this time, tickets may be picked up from the Cashier during regular Cashier Office hours.

**PLEASE NOTE: Seniors must turn in their laptop and have a “Laptop Clearance Ticket” to pick-up their graduation tickets.**

- **Students who have fines or have not been cleared through Student Services will not be able to pick up their graduation tickets until all such issues have been cleared.**
  - Seniors needing academic clearance/documentation have been notified through Student Services. Do not assume that you are clear until you personally talk to a staff member in Student Services.
- Someone else CANNOT pick up your tickets. Each senior is required to sign for their tickets.
- Each senior will receive 10 tickets.
- **Tickets may be picked up until 3:00 pm on Friday, June 16. Tickets are not given at the door of the ShoWare.**
- **ID is required to pick up your tickets.**

## **Graduation Walking List Finalized**

Students can share their graduation experience with a walking partner. Students may have one walking partner and they indicate this choice on their senior survey. Students who do not choose a walking partner will be appointed someone. The order in which students will enter the ShoWare for graduation will be finalized on Monday, June 12th at 3:00pm. NO CHANGES will be made after this time. NO EXCEPTIONS.

## **Parents Notified of Non-Graduate Status**

By 3:00 on June 15<sup>th</sup>, counselors will contact parents to inform them a student has not met a graduation requirement and will not be able to earn their diploma at this time. They will work with students and families to share options on how the student can earn their high school diploma in other ways. **It is important to understand that students who have not met the graduation requirements will not participate in the graduation ceremonies** unless your student qualifies to participate as a result of Kevin’s Law (please see your special education case manager for more details.)

## **Mandatory Graduation Rehearsal: June 16th at 7:30 in the PAC**

There is a mandatory graduation rehearsal here at Kentlake! It is a requirement to attend in order to participate in the graduation ceremony! The rehearsal is on June 16th from 7:30am until 10:00am. All seniors need to report to the PAC at 7:30am – do not be late!

## **Senior Brunch- June 16 at Black Diamond Bakery**

Join your fellow graduating class one last time at this year's class of 2023 Senior Brunch. It will be held at the Black Diamond Bakery from 11am until 1pm on June 16, 2023.

**Senior Brunch tickets will be available to purchase from Monday, May 22<sup>nd</sup> to Friday, June 2<sup>nd</sup> during regular Cashier hours. There are a limited number of tickets available and must be purchased in advance.**

- The cost is estimated at \$10.00 per ticket.
- All fines must be clear prior to purchase.
- **Sales will end on FRIDAY, JUNE 2<sup>nd</sup> at 2:40pm** (to provide a headcount to the caterer)
- Senior Brunch will be held at **Black Diamond Bakery** on Friday, June 16<sup>th</sup> (11:00 to 1:00) following graduation rehearsal.
- **You must provide your own transportation to the event. *Students are encouraged to carpool.***
- **This event is for seniors only. *Tickets are limited.***

## **Graduation Caps**

Students are permitted to decorate their caps to reflect their family, their future educational/career goals, and their individual graduation accomplishments. The decorations must meet the following requirements:

- They must be flat to the cap and cannot stand up; they may not be 3D.
- Lights are not allowed.
- Controversial statements, references to sex, drugs, alcohol, nudity, etc. will not be allowed.
- This is not a forum for political statements.
- The principal has the final say on what is or is not appropriate. There will be no arguing, or you will not walk in the ceremony.

If you come to the ceremony with a cap that does not meet the school's appropriate definition, you will be provided a blank cap at a cost of \$30.00 and your decorated cap will be confiscated. This is a formal ceremony. Cap decorations are intended to acknowledge student's individual accomplishments. Cap decorations should not deter from the formal tone of this ceremony.

## Graduation

Senior Graduation will be held on June 17, 2023, at 4:30pm at the ShoWare Center.

Each senior will be allotted **10** graduation tickets. We are not able to give or sell additional tickets. Tickets will be distributed June 14<sup>th</sup>, 2023, during lunches in the commons at the designated tables. To receive tickets, seniors must be:

- Grade/credit eligible (verify with Student Services)
- All fines and obligations must be cleared.

To participate in graduation, you **must** be present at the graduation rehearsal at Kentlake the day before. If you have a conflict with a Running Start final, please call the Athletics/Activities Office at 253-373-4923.

Tickets are not given at ShoWare. All tickets must be picked up by 3:00 p.m. on Friday, June 16<sup>th</sup>. **ONLY** students can pick up their tickets. ID is required to pick up your tickets. **Tickets will only be picked up by seniors.**

Parking is always a challenge at the ShoWare, as is the traffic. Families are strongly encouraged to carpool as much as possible. Parking is available in the lot around ShoWare and across the street in overflow parking. Here are the [directions from KL](#) to ShoWare.

**UPDATE! Kentlake will have clear bags available for purchase through the Cashiers Office starting Monday, April 17<sup>th</sup> for \$8 each.**

**ShoWare does not allow bags into the building UNLESS it is a clear bag.**  
[ShoWare Center Bag Policy](#)

## PTSA Senior Class of 2023 Celebration

Grad Night celebration will take place on June 17th. You do not want to miss out on this fun event designed for you. Food and beverages will be provided, and you have the chance to win great prizes.

You can register and pay at the link below. Please reach out to Janet Barker Grad Night Focal with any questions.  
[Janet941@comcast.net](mailto:Janet941@comcast.net) or 206-914-2060

<https://kentlakehsptsa.org/fundraising-2/>

## Graduates from other KSD High Schools

KPA, KMVA, and iGrad graduates, who have spent the majority of their high school time at Kentlake, can walk in Kentlake's graduation. Students choosing this option **MUST** contact Kentlake Student Services at 253.373.4910 to be added to the walking list. **PLEASE NOTE: Students from KPA, KMVA, and iGrad will not be included in Kentlake's Graduation Program as Kentlake is not their home school.**



## Final Transcripts

Students continuing their education this **Fall 2023** should complete the [Final Transcript Request Form](#) to be mailed to two- and four-year colleges, the military and technical schools. Final transcripts will be ready to mail on **Friday, June 30, 2023**. Students should check with their future college to make sure that the final transcript has been received. The timeline for colleges to update student accounts may take a few days to process.

Please contact the Kentlake Registrar, at (253)373-4930 if you have questions.

## Diplomas

Diplomas, final transcripts for future use, and immunization records will be available for pickup beginning **Monday, July 24** in Student Services. To ensure delivery of diplomas, they will not be mailed. Report cards will be mailed home. All fines must be paid prior to diploma pick up (cash or cashier's check only). **Diploma issuance will be determined based on post-graduation grades such as on-line course grades, Running Start grades, late test scores, etc.** Summer office hours will be in place, please check the Kentlake website or call (253)373-4900 or (253) 373-4910.

Please contact the Kentlake Registrar, at (253)373-4930 if you have questions.

<u>Calendar of Events</u>						
MAY						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5 <a href="#">Last Day to enroll in Edgenuity Classes</a>	6
7	8	9	10	11	12	13
14	15 <a href="#">Prom Guest Form Pick-up begins</a>	16	17	18	19 <a href="#">Last Day to make Payments by Check</a>	20
21	22 <a href="#">Prom tickets go on sale</a>  <a href="#">Senior Brunch Tickets go on sale</a>	23	24 <a href="#">Senior Slide Show Pics Due</a>  <a href="#">Senior College &amp; Career Signing Day</a>  <a href="#">Senior Brunch tickets go on sale</a>	25	26	27

28	29 <b>NO SCHOOL</b>	30	31			
JUNE						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 <a href="#">Last Day to Purchase Prom &amp; Senior Brunch Tickets</a>	3
4	5	6 <a href="#">Falcon Awards 6:00-8:00pm</a>	7	8 <a href="#">SADD Assembly</a>	9 <a href="#">Prom Museum of Glass Tacoma 8-11pm</a>	10
11	12 <a href="#">Senior Finals (Periods 1, 3, 5)</a>  <a href="#">Graduation Walking List Finalized</a>  <a href="#">Graduation Walks June 12-16 @ Elementary Schools</a>	13 <a href="#">Senior Finals (Periods 2, 4, 6)</a>	14 <a href="#">Graduation Ticket Pick-up During Lunches</a>  <a href="#">Senior Awards Ceremony** @ KL 7:00pm</a>  <a href="#">Senior Laptop Collection</a>	15 <a href="#">Moving Up Assembly-PM</a> <a href="#">Assembly Schedule</a>  <a href="#">Edgenuity classes must be completed.</a>	16 <a href="#">Graduation Rehearsal</a>  <a href="#">Senior Brunch</a>	17 <a href="#">GRADUATION ShoWare @4:30pm</a>  <a href="#">PTSA Graduation Celebration – Grad Night</a>
18	19 <b>NO SCHOOL</b>	20 Laptop Collection Gr. 9-11	21	22	23 <b>LAST DAY OF SCHOOL</b>	24
25	26	27	28	29	30 <a href="#">Final Transcripts mailed</a>	