



Kentlake High School  
Senior Graduation  
Handbook

*Class of 2024*

February 2024

Dear Parents and Guardians of the Class of 2024:

Graduation is an exciting time for our students. And, it can also be very busy. Many events, responsibilities and deadlines must be met 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:

October 5	<a href="#">Jostens purchases begin.</a> Information mailed home to families to place orders.	Greg Kaas <a href="mailto:Gregory.Kaas@kent.k12.wa.us">Gregory.Kaas@kent.k12.wa.us</a>
October	<a href="#">Senior credit checks with counselors</a>	Student Services (253)373-4910
November	<a href="#">Fall Senior Graduation Review</a>	Student Services (253)373-4910
December 7	<a href="#">Yearbook Photos Due- December 7; email has been sent out. New system with a personal link.</a>	Suzanne Rychlik <a href="mailto:kentlakeyearbooksubmissions@gmail.com">kentlakeyearbooksubmissions@gmail.com</a>
December 31	<a href="#">FAFSA and WAFSA Application Open</a>	Kathy Morrisson <a href="mailto:Katherine.Morrisson@kent.k12.wa.us">Katherine.Morrisson@kent.k12.wa.us</a>
February 2	<a href="#">Senior Memory Maker Payment due February 2</a>	Suzanne Rychlik <a href="mailto:kentlakeyearbooksubmissions@gmail.com">kentlakeyearbooksubmissions@gmail.com</a>
February	<a href="#">Winter -Graduation requirement review. Notifications to parents whose students are not on-track for graduation.</a>	Student Services (253)373-4910
February 23	<a href="#">Senior Baby Pictures Due February 23</a>	Suzanne Rychlik <a href="mailto:kentlakeyearbooksubmissions@gmail.com">kentlakeyearbooksubmissions@gmail.com</a>
<b>Link Updated! March 1</b>	<a href="#">Senior Where to Next Due March 1</a>	Suzanne Rychlik <a href="mailto:kentlakeyearbooksubmissions@gmail.com">kentlakeyearbooksubmissions@gmail.com</a>
March 1	<a href="#">Senior Memory Maker Due March 1</a>	Suzanne Rychlik <a href="mailto:kentlakeyearbooksubmissions@gmail.com">kentlakeyearbooksubmissions@gmail.com</a>
April 2	<a href="#">Cap &amp; Gown Pick Up at Kentlake</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>
April 18	<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	<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 1	<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>
May 1	<a href="#">Staff Speaker/Ushers Nominations</a>	
May 1	<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 9	<a href="#">Last day make payments by check</a>	Cashier/Bookkeeper <a href="mailto:Lisa.Kaschmitter@kent.k12.wa.us">Lisa.Kaschmitter@kent.k12.wa.us</a>
May 13	<a href="#">Prom court nominations begin</a>	Damion Beverly <a href="mailto:Damion.Beverly@kent.k12.wa.us">Damion.Beverly@kent.k12.wa.us</a>
May 10	<a href="#">Prom tickets go on sale</a>	Cashier/Bookkeeper <a href="mailto:Lisa.Kaschmitter@kent.k12.wa.us">Lisa.Kaschmitter@kent.k12.wa.us</a>
May 10	<a href="#">Senior Brunch tickets go on sale</a>	Cashier/Bookkeeper <a href="mailto:Lisa.Kaschmitter@kent.k12.wa.us">Lisa.Kaschmitter@kent.k12.wa.us</a>
May 17	<a href="#">Deadline to submit photos to Senior Slide Show</a>	<a href="mailto:kentlakeseniors@gmail.com">kentlakeseniors@gmail.com</a>
<b>UPDATED DATE!</b> May 8	<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 21	<a href="#">Falcon Awards Night</a>	Greg Kaas <a href="mailto:Gregory.Kaas@kent.k12.wa.us">Gregory.Kaas@kent.k12.wa.us</a>
May 23	<a href="#">Teachers notify parents of students who are in danger of failing their class.</a>	Teachers
May	<a href="#">Edgenuity class finished/passed</a>	Student Services (253)373-4910
May 30	<a href="#">Counselors call parents of all students not walking at Graduation</a>	Student Services (253)373-4910
<b>UPDATED DATE!</b> May 28	<a href="#">SADD Assembly</a>	Kathy Morrisson <a href="mailto:Katherine.Morrisson@kent.k12.wa.us">Katherine.Morrisson@kent.k12.wa.us</a>
May 30	<a href="#">Last day to pay senior fines</a>	Cashier/Bookkeeper <a href="mailto:Lisa.Kaschmitter@kent.k12.wa.us">Lisa.Kaschmitter@kent.k12.wa.us</a>
May 31	<a href="#">KL Prom at Tacoma Art Museum</a>	Damion Beverly <a href="mailto:Damion.Beverly@kent.k12.wa.us">Damion.Beverly@kent.k12.wa.us</a>
June	<a href="#">Fines</a>	Cashier/Bookkeeper <a href="mailto:Lisa.Kaschmitter@kent.k12.wa.us">Lisa.Kaschmitter@kent.k12.wa.us</a>
June TBD	<a href="#">Senior Yearbook Distribution</a>	Suzanne Rychlik <a href="mailto:kentlakeyearbooksubmissions@gmail.com">kentlakeyearbooksubmissions@gmail.com</a>
June 3-7	<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 3	<a href="#">Senior Awards</a>	Main Office <a href="mailto:Lisa.West@kent.k12.wa.us">Lisa.West@kent.k12.wa.us</a>
June 3	<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 3	<a href="#">Senior Finals (1, 3, 5)</a>	Classroom Teachers
June 4	<a href="#">Senior Finals (2, 4, 6)</a>	Classroom Teachers
June 5	<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 5	<a href="#">Senior Laptop Collection</a>	KL Swap Room
June 5	<a href="#">Graduation Ticket Pick-up</a>	Student Services (253)373-4910
June 6	<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 7	<a href="#">Graduation Rehearsal</a>	Greg Kaas

		<a href="mailto:Gregory.Kaas@kent.k12.wa.us">Gregory.Kaas@kent.k12.wa.us</a>
June TBD	<a href="#">Senior Brunch</a>	Damion Beverly <a href="mailto:Damion.Beverly@kent.k12.wa.us">Damion.Beverly@kent.k12.wa.us</a>
June 8	<a href="#">Graduation Caps</a>	Greg Kaas <a href="mailto:Gregory.Kaas@kent.k12.wa.us">Gregory.Kaas@kent.k12.wa.us</a>
June 8 at 8:00pm	<a href="#">Graduation</a>	Greg Kaas <a href="mailto:Gregory.Kaas@kent.k12.wa.us">Gregory.Kaas@kent.k12.wa.us</a>
TBD	<a href="#">PTSA Graduation Celebration – Grad Night</a>	Kentlake Community PTSA <a href="mailto:KentlakePTSA@gmail.com">KentlakePTSA@gmail.com</a>
June 8	<a href="#">Graduates from other KSD High Schools</a>	Student Services (253)373-4910
July 1	<a href="#">Final Transcripts</a>	Student Services (253)373-4910
July 10	<a href="#">Diplomas</a>	Student Services (253)373-4910
	<a href="#">Post-Graduation Non-Grad Notifications</a>	Counselors
	<a href="#">Calendar of Events</a>	

### **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.

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 2023- 2024 school year:

- Julie Gibson (Last name A-E) [Julie.Gibson@kent.k12.wa.us](mailto:Julie.Gibson@kent.k12.wa.us)
- Ken Darcy (Last name F-Lo) [Kenneth.Darcy@kent.k12.wa.us](mailto:Kenneth.Darcy@kent.k12.wa.us)
- Lisa McGraw (Last name Lu-Ro) [Lisa.McGraw@kent.k12.wa.us](mailto:Lisa.McGraw@kent.k12.wa.us)
- Lana Wainscott (Last name Ru-Z) [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 7, 2023.

There are two ways to submit your senior picture:

By Email: [kentlakeyearbooksubmissions@gmail.com](mailto:kentlakeyearbooksubmissions@gmail.com) Please make sure to include your students' first and last name in the subject of the e-mail.

Upload it directly to our yearbook software: [images.balfour.com](https://images.balfour.com).

Project # is 212311

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 DATES**

Friday, February 2, 2024, for payment

Memory Makers are due on Friday, March 1<sup>st</sup>, 2024.

Please follow the size guidelines below. Please make sure your memory maker has your students' first and last name.

Sizes & Costs:

¼ page Memory Maker: 5.25 inches tall, 4.1 inches wide, \$75

½ page Memory Maker: 5.25 inches tall, 8.5 inches wide, \$150

Full page Memory Maker: 10.5 inches tall, 8.2 inches wide, \$275 Helpful hints:

More pictures are not always for the better. The Ad's that usually look the best have 4-8 pictures that are big enough to see. If there are too many pictures and it is too small, they do not always print out very well.

## **FAFSA and WAFSA 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 **December 31, 2023**. 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 WASFA questionnaire](#)

**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).

## **Senior Baby Pictures**

Please email the name of your Senior and their baby photo to be featured in the 2023-24 Yearbook!

**Submission Deadline:** Friday, February 23, 2024. **Email:** [kentlakeyearbooksubmissions@gmail.com](mailto:kentlakeyearbooksubmissions@gmail.com)

## **LINK UPDATED! Seniors Where to Next Plans**

Please share with us your next step after high school by Friday, March 1st, 2024. We'd love to hear what your future plans are after high school. [Seniors Where to Next Plans Link](#)

## **Cap & Gown Pick Up at Kentlake**

Jostens will be at Kentlake during lunches on Tuesday, April 2, 2024, for cap & gown pick up.

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

### **DUE April 18**

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

The high school and beyond plan (HSBP) provide students with 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. Students **MUST** complete this requirement to graduate. The HSBP is completed through the online program My School Data.

#### **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 26, 28, April 2<sup>nd</sup> and 4<sup>th</sup> during all 3 lunches in the library. Check your KSD email for invitations from Ms. Roberts-Hunkovic for additional drop-in sessions that will be hosted on MS Teams in March and April.** Additional information about the HSBP can be found in Kent School District [Procedure 2410P](#).

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

## **Mandatory Senior Class Meeting**

Seniors will meet in the PAC during Homeroom on Wednesday, May 1st 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 2024 will have the opportunity to select staff that will be part of their graduation ceremony: the staff speaker, ushers and staff that will hand seniors their diplomas. Students will receive a survey at the Senior Class Meeting on Wednesday, May 1st 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 4th 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 Wednesday, May 8<sup>th</sup> in room 2509. Watch KL social media and the Falcon Facts for sign-up times. 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 calendar days prior to graduation, so that there is time to complete the course prior to graduation. Students enrolled in Edgenuity classes need to complete their classes with a passing grade in order to earn the required credit for the course, prior to picking up graduation tickets on June 5th, 2024.

## **Prom Court**

Students will receive an email to nominate KL Prom Court on May 13th. Nominations will close on May 17th. Students will receive an electronic voting ballot through their school email on May 21st. Voting will be open until May 28th. Please remember to check your emails so you can vote!

## **Payments**

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

**ALL STUDENTS:** Cash/credit/debit or online ONLY as of Thursday, May 9th

**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.



## **Seniors in Danger of Failing**

By May 23rd, 2024, 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. See section: [Parents Notified of Non-Graduate Status](#)

## **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 12th Annual Falcon Awards Night is our version of the Oscars & will be held on Tuesday, May 21st 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 **Tuesday, May 28, 2024**, at noon. All Seniors are expected to attend this event.

## **Senior Prom**

Senior prom will be on Friday, May 31, 2024, from 8 pm to 11 pm at the Tacoma Art Museum in Tacoma. Please remember, shoes are always required to be worn in the venue.

**The museum does 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 Friday, May 10 until Tuesday, May 28.

The prices are as follows:

May 10-May 17      price TBD

May 20 – May 28      price TBD

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 10th. Guests must be younger than 21 years old.
- **Guest contracts will NOT be accepted after Monday, May 20. Please plan accordingly.**
- Cashier will not "hold" tickets if the student does not 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)

Parking: <https://www.tacomaartmuseum.org/visit/location-and-map/>

## **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 3-7. 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.intouchrecepting.com/>. Fines can be paid directly on the site or with the cashier. Questions regarding fines can be emailed to the Cashier at [Lisa.Kaschmitter@kent.k12.wa.us](mailto:Lisa.Kaschmitter@kent.k12.wa.us). She will review records and reply with any updated information/clarification. Addressing this information prior to **Thursday, May 30th will make the graduation process much easier!**

## **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.

## **Senior Finals**

**Senior Finals (1, 3, 5): June 3rd**

**Senior Finals (2, 4, 6): June 4th**

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 3rd, 2024, and in periods 2, 4, and 6 on June 4th, 2024. Teachers will provide students with specific details for their class.

## **Senior Awards Night: Monday, June 3rd at 7:00pm**

Kentlake will honor their senior award winners on June 3rd @ 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 College and Career Signing Day: June 5, 2024, 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.

## **Senior Laptop Collection**

Will be June 5th, 2024. 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, May 30th. Seniors with outstanding fines as of June 5th 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 8th.

**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.

## **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 5th during lunches in the main hallway off the Commons at the designated tables.** After this time, tickets may be picked up from Student Services.

**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 7. Tickets are not given at the door of the ShoWare.**
- **ID is required to pick up your tickets.**

## **Student Moving Up Assembly**

Students will come together in the gym on June 6<sup>th</sup>, 2024, 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.

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

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

## **Senior Brunch -** More information to come.

## **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 3<sup>rd</sup> at 3:00pm. NO CHANGES will be made after this time. NO EXCEPTIONS.

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

By 3:00pm on May 30th, counselors will contact parents to tell them a student has not met a graduation requirement and will not be able to earn their diploma. 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.)

## **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 **Friday, May 17th**
- \*\* 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

## **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 8, 2024, at 8:00pm 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 starting June 5th, 2024, 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 out at ShoWare. All tickets must be picked up by 3:00 p.m. on Friday, June 7<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.

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

Kentlake has clear bags available for purchase through the [Cashiers Office](#).

## **PTSA Senior Class of 2024 Celebration**

More information to come.

## **Graduates from other KSD High Schools**

Kent Virtual Academy, Kent Laboratory Academy, 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 KVA, KLA, 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 will need to request their final transcript through the [Parchment.com](#) website to be sent to two- and four-year colleges, the military and technical schools. Final transcripts will be ready to send on **Monday, July 1, 2024**. If you would like to receive an official final transcript for future use, please fill out this [form](#) by June 21<sup>st</sup> and your transcript will be available for pick up with your diploma. Transcript requests received after July 31<sup>st</sup> will be charge a fee per Kent School District Procedure 3520P

## Diplomas

Diplomas will be available for pickup beginning Wednesday, July 10th in Student Services. To ensure delivery of diplomas, they will not be mailed. 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.

## Post-Graduation: Non-Grad Notifications

Students who did **not** earn their diploma will receive official notification in the mail mid-June.

Running Start students who may have walked during the graduation ceremony but did not earn passing grades in required classes, will receive notification of non-graduation status the last week of June.

## Calendar of Events

May				2024		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 <a href="#">Senior Class Meeting</a>	2	3 Snow Day	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21 <a href="#">Falcon Awards</a>	22	23	24 Snow Day	25
26	27 NO SCHOOL	28	29	30 <a href="#">SADD Assembly</a>	31 Prom	

June 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 <a href="#">Senior Finals 1, 3, 5</a>  <a href="#">Senior Awards</a>	4 <a href="#">Senior Finals 2, 4, 6</a>	5 <a href="#">Sr. Signing Day</a> <a href="#">Laptop Collection</a> <a href="#">Graduation Ticket Pick Up</a>	6 <a href="#">Moving Up Assembly</a>	7 <a href="#">Graduation Rehearsal</a>  <a href="#">Senior Brunch</a>	8 <a href="#">Graduation</a> 8:00pm
9	10 Finals 1,3,5	11 Finals 2,4,6	12 Laptop Collection (Grade 9)	13 Laptop Collection (Grade 10-11)	14 Last Day of School	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						