

Dear Class of 2021,

Your senior year is a year full of many major milestones, accomplishments, firsts and lasts. You will remember many moments of your senior year but graduation is one of the most memorable milestones/accomplishments that you will have during your time in elementary and secondary education. With graduation only two semesters away, it is vital that you have open conversations with your counselor about your post high school plans and review the tasks that need to be completed during your senior year to ensure you are on track for graduation.

Aside from meeting the minimum credits and courses required to be a Central High School graduate, the state has also mandated that you take and pass the IL and US Constitution tests, take the SAT test this fall on October 14th, and complete the FAFSA or fill out an alternative form to the FAFSA. Your counselors will be holding a mandatory meeting for all seniors of the Class of 2021 on September 3rd & 4th during the school day. If you are a remote learner then you will receive a video to watch and steps to go through. The counselors will utilize this time to review all of these requirements with you, as well as talk to you about other potential steps you must take depending on your future plans.

To be clear, all members of the Class of 2021 must:

- Meet the minimum credits of 23.5 and have taken all of the required courses that are outlined in the 20-21 Course Guide.
- Have taken and passed the IL and US Constitution test. This was done during your US Government or AP Government class. If you are currently enrolled in one of these courses you will complete them this year. If you previously took them and did not pass the test, please reach out to your counselor so they can work to develop a plan for you to retake the assessment.
- Take the SAT School Day Administered test on October 14th. This is in place of the previously scheduled test that was canceled in April due to the pandemic. More information about pre-administration, rosters, room assignments, and test day info will be coming out in September.
- Complete the FAFSA form or an alternative form to the FAFSA. This is a new state graduation requirement that must be completed by every senior in order to earn a diploma whether your plan is to attend college or not. We will be hosting a financial aid night on October 5th and will host two FAFSA workshops in October to help aid in this process. Parents should be on the lookout for more information coming out regarding our night on October 5th and the workshops in October. The window opens on October 1st to complete the FAFSA. Any student who does not complete the FAFSA or the alternate form by the end of Semester 1 may not be able to participate in school events until this is complete. We do not want this missed step to keep a student from earning a diploma.

If you have any questions, please reach out to your students' school counselor.

Sincerely,
CHS Student Services Department



CLASS OF 2021 GRADUATION REMINDERS:

Congratulations! You are about to receive your diploma from Central High School. By following a few simple rules, we can ensure that the commencement ceremony will be a dignified and memorable event for all who attend. Please remember:

- 🎓 All Central High School graduation requirements must be met in order to participate in the graduation ceremony, including written documentation of any correspondence credits earned. **NO** exceptions will be made. Please remember that all obligations and graduation **FEES MUST BE PAID PRIOR** to a student participating in the ceremony. **SENIORS MUST ATTEND THE GRADUATION REHEARSAL**
- 🎓 Graduation Ceremony will be held on Saturday, May 29, 2021, all students must report to the **NIU Convocation Center at Door 5**, 1525 W. Lincoln Hwy, DeKalb, IL 60115.
- 🎓 Proper attire for men is dark dress shoes (no athletic-type shoes), dark dress socks, long dress pants (no jeans), a dress shirt with a collar, and a tie. For women, proper attire includes dress shoes, skirt/dress pants and top, or a dress. Flowers and other items may not be worn on the gown. Caps and gowns may not be altered in any way. Students who do not wear the proper clothing to graduation will not be allowed to participate in the graduation ceremony. All phones, purses, wallets and any other personal items should remain in your vehicle or in the hands of your guests. All graduates should only have their cap, gown, tassel and any chords that they have earned.
- 🎓 Proper conduct and behavior are required through the rest of the school year, at the graduation practice, final exams, honors night, and graduation ceremony. Lack of proper behavior and/or proper dress code will result in non-attendance at the graduation ceremony and/or withholding of the diploma pending disciplinary action.
- 🎓 Friends and relatives will **NOT** be able to approach the stage during the presentation of diplomas. A professional photographer will take a picture of each graduate, which will be available to purchase from Central Valley Studios (cvstudios.com or 877.446.2196).
- 🎓 After graduation, you **must pick up your diploma IMMEDIATELY following the ceremony** in the student line-up area of the Contest Gym at the Convocation Center. Go to the alpha table matching the letter of your last name. You may keep your cap, tassel, and gown.
- 🎓 With your help, graduation will be a special evening for all of us. Congratulations to the class of 2021!

Sincerely,

Chris Testone, Principal



Central High School

Principal –Chris Testone
Assistant Principal - Kim Lewis
Assistant Principal - Kerri McCastland
Assistant Principal - Sarah Farrington
Athletic Director – Steve Diversey

P.O. Box 68, 44W625 Plato Road, Burlington, Illinois 60109 847-464-6030 / 847-464-6039 fax
www.chs.central301.net

Graduation Participation

Parent and Class of 2021:

Graduation from high school is an important event. Occasionally, seniors choose to **not** participate in graduation. If your senior is considering not attending, we advise you and your graduate to carefully reconsider your decision. Since this is a once in a lifetime event, we strongly encourage every senior to participate. Please return this form to Mrs. Toledo: drop in student services or scan to email at Eliana.Toledo@Central301.net

Yes, I plan to participate in the graduation ceremonies on May 29, 2020

No, I do not plan to participate in the graduation ceremony.

Student Name _____

Student Signature _____

Parent Signature _____

Date _____



Central High School

P.O. Box 68, 44W625 Plato Road, Burlington, IL 60109

847-464-6030 (Main Line)

847-464-6039 (Fax)

Principal: Chris Testone

Assistant Principals: Kim Lewis, Kerri McCastland and Sarah Farrington

Athletic Director: Steve Diversey

Seniors/Senior Parents:

Congratulations! You are almost to graduation! The name that will be printed on your diploma will be your legal name as it appears on your birth certificate. However, if you would like your name **ANNOUNCED** differently at the graduation ceremony, please fill out the form below. Return this form to Mrs. Toledo by March 05, 2021.

First Name

Middle Name or Initial

Last Name

Parent/Guardian

Signature: _____

****You only need to turn in this form if you want your name announced differently at the ceremony than what appears on your birth certificate.***

Senior Procedures and Transcript Information

Early Graduate Procedure

If you are considering early graduation, please note the following:

1. You must submit a letter to your Counselor before October 1st stating intention to graduate early with parent approval.
2. All outside credits must be completed and transcripts of grades and credits earned must be received by the Registrar no later than December 1st.
3. An early graduate withdrawal checklist will be given to you by your Counselor. All checklist items must be completed and initialled by the appropriate staff member, and the completed checklist must be returned to the Registrar before leaving on your last day.

Senior Survey and Request for Final Transcript

Permanent Transcript Release - As stated on the front side of this document, a **Permanent Transcript Release** must be completed and on file in the Registrar's office. You may obtain this form at your senior class meeting or in the Registrar's office. Transcripts will not be sent until the release is on file.

Senior Survey – Senior Surveys are **mandatory** and must be completed before a final transcript will be sent. Instructions are below:

Log into Naviance (you can log in through your Central Gmail account, under the Google Waffle you will see an application icon for Naviance).

You will see tabs across the top – click **“About Me”**. Then click on **“My Surveys”** and **“My Surveys Not Started”** or **“Surveys in Progress”**. Find **“2021 CHS Senior Exit Survey”**. Answer the 6 questions and click **“submit answers”**. Once you have completed the survey, you may not go back to change it. If you think you will need to go back to make changes, do not **“submit answers”**.

Request Final Transcript – In Naviance, after you sign in, on the right, you will see **“My Favorites”**. Click **“colleges I'm applying to”**. You will see a list of colleges you have applied to. Find your college. You will see a column **“Edit”** with a picture of pencils. Click on the **pencil** on the same line as your college and under your school you will see **“Result”** with a drop-down that says **“unknown”**. Change **“unkown”** to **“accepted”**. Scroll down and click on **“Update Applications”**. Scroll down again and under **“College that I am attending”**, click on the drop-down menu, click on your college and click **“Update”**. Go back up, click **“+Request Transcripts”**, Click on **“Final Transcript”**, check the box to the left of your school, then click **“Submit Transcript Request”**.

Student Cumulative Temporary Records

Your cumulative temporary records folder is required to be kept for five (5) years after graduation. After receiving permission from the State of Illinois, cumulative temporary records are destroyed. If you wish to obtain your cumulative temporary file after five (5) years, **please request in writing**. It is your responsibility to request this file and pick up the file after permission has been granted by the state.

IMPORTANT Senior Handout – Transcript Procedures

KEEP THIS THROUGH YOUR ENTIRE SENIOR YEAR!!!!!!

Transcript requests and transcript release forms must be completed by the student.

- Make sure you complete the admission application for the college(s) to which you are applying **BEFORE** you add your transcript request. Then, be sure to update your application status in Naviance.
- To view the status of your transcript request:
From the Home Page, Under “My Favorites” Click “Colleges I’m Applying To”,
Then, “Manage Transcripts” and you will be able to view the status of your transcript request.
- All students must request transcripts through Naviance - **directions below **AND complete a transcript release form in the student services office.** The release only needs to be completed once and will be kept on file.
- Transcripts will **not** be sent over winter and spring breaks, so plan ahead!
- We will attempt to send transcripts within **72 business hours** from the time of your request. **PLAN AHEAD!**
- We **must** be informed if you applied through the Common Application. The Common application requires recommendations/supporting documentation and must be sent at the same time as the transcript.
- Central High School does not send ACT or SAT scores to the college/university to which you are applying. Official scores must be sent from the official test provider, such as ACT/College Board. For your convenience, links have been posted for these score reporting institutions on the Naviance home page to assist you in gathering all of your application materials.

Naviance Transcript Instructions

ALL transcripts must be requested through Naviance. Please follow the steps provided below.

- From the home page,
- Click on “Colleges I’m Applying To” under “My Favorites”.
- Then, click on “Manage Transcripts” and click on the “large red plus sign”.
- If you are applying to a college, click “College Application Transcript”, click the “type of transcript”, and “where you are sending the transcript” from the drop-down menu. Then, “Request and Finish”. * **Note – we do not send SAT/ACT scores.**
- If you need a transcript for a scholarship or athletics, click on “Other” and complete information. If the student is the recipient, make sure you indicate under “other notes” if you need official or unofficial, if you will pick it up or your email address. Transcripts will NOT be mailed to your home. They must be picked up.
- Make sure you request an “initial” transcript in the beginning when applying to schools.
- Do not request mid-year or final transcripts when requesting initial transcripts. If a school needs a mid-year transcript, that will be requested after the first semester. Final transcripts will be requested at the end of the year when completing your senior survey only.

Each time you add a new college, you must repeat this process.

IMPORTANT NOTES

“Final” transcripts are requested at the end of the year when a college/university decision has been made. A SENIOR SURVEY completion in May is MANDATORY and final transcripts will not be sent until the survey is completed.

After graduation, you are now considered a Central High School alumni. All alumni must order their transcripts at chs.central301.net/transcripts