



## GENERAL GRADUATION INFORMATION

**Date:** Thursday, May 25, 2017, 9:00 A.M.  
**Location:** CFE Arena at UCF (Bldg. 50 North Gemini Blvd., Orlando, FL 32816)  
**Student Report Time:** 7:30:A.M.  
**Doors Open to the Public – 8:00 A.M.**  
**Parking:** Graduates with Cap/Gown & Parking Pass - Lot F, All others L or D  
**Graduation Fee:** \$90 before Feb. 1<sup>st</sup>, \$115 after Jan. 31<sup>st</sup> (Pay fees at [www.herfforlando.com](http://www.herfforlando.com))  
See “GRAD FEES” below for more information.

## MANDATORY GRADUATION INFORMATIONAL MEETING

**MAY 17, Following 7<sup>th</sup> period exam AUDITORIUM**

**Tuesday, May 23 8:00 AM – 10:00 AM**

## TICKET PICK-UP AND CAP & GOWN PICK-UP

Every senior will receive 10 tickets to graduation that will be distributed on Tuesday, May 23<sup>rd</sup> from 8:00a.m. – 10:00 a.m. when you pick up your cap and gown. Students will NOT receive tickets if they have any financial obligations. Additional tickets may be purchased for \$1 each while supplies last. Lyman has a limited number of graduation tickets determined by UCF. Any student who has not paid their Graduation Fee or has outstanding debts or obligations will not receive their tickets. All obligations need to be cleared by the bookkeeper, located in the front office.

### SENIOR DEBTS/OBLIGATIONS

All debts must be cleared **prior** to ticket distribution AND cap and gown pick-up on May 23<sup>rd</sup>.

### GRADUATION COORDINATORS

Cathy Loyd – Assistant Principal – [Cathy\\_Loyd@scps.k12.fl.us](mailto:Cathy_Loyd@scps.k12.fl.us)  
Robert Hovel – Senior Coordinator – [Robert\\_Hovel@scps.k12.fl.us](mailto:Robert_Hovel@scps.k12.fl.us)

### GRAD FEES

Seniors met with the Herff Jones representative on November 7<sup>th</sup> to review Graduation Commemorative items. If you misplaced the order form, additional order forms are available in the Administration Office or you may place your order by **going online** to [www.herfforlando.com](http://www.herfforlando.com). You also may pay fees by contacting the Herff Jones Company by phone and delivering your order to their office. They can be reached at 407-647-4373.

If you would prefer to mail your order to Herff Jones, please mail checks and your order form to:  
Herff Jones Company  
112 North Wymore Road  
Winter Park, FL 32789

The only package that is required for a student to participate in the **Graduation Ceremony is the basic package for \$90 called the "Cap, Gown, and Tassel" package shown on the brochure**. This fee will increase to \$115 on February 1, so act fast, don't delay! This base package includes your cap, gown, tassel, and all graduation related expenses (Arena Rental, Diploma, Senior Week Activities, etc.) The

use of a cap and gown of a family member from another school or from a previous Lyman High School graduation will not be permitted unless authorized by administration. If using a cap and gown from a previous year which has been approved by administration, the **student must still pay the graduation fee** through Herff Jones. The cost for graduation fee and tassel is \$72.93 if student is using an approved cap and gown.

If you cannot pay it all at once? Don't worry! With Herff Jones, you can make as many small payments as you would like! All graduation **fees must be paid in full by May 22 in order to receive your cap, gown and tickets to the ceremony.**

If you have any questions, you may **call Herff Jones directly at 407-647-4373.**

## **SENIOR EXAMS/LAST DAY OF SCHOOL**

### **SENIORS ONLY:**

Monday, May 15, Periods 1, 3, 5

Tuesday, May 16, Periods 2, 4, 6

Wednesday, May 17, Period 7 **\*LAST DAY FOR SENIORS\* - MANDATORY SENIOR MEETING AT AT 9:00 IN THE AUDITORIUM FOLLOWING 7<sup>TH</sup> PERIOD EXAM**

## **GRADUATION DAY DRESS CODE**

The graduation ceremony is one that you will never forget and it is important that all students dress in a dignified manner. All students must abide by the following dress code in order to be allowed to walk across the stage on the day of graduation. Please adhere to the following:

**Men** – Long dark pants, dark socks, dark dress shoes, tie, light shirt with a collar.

**Ladies** – Light colored dress with coordinating shoes. Keep in mind that you will be walking long distances for the processional, recessional, and receiving of your diploma. Select your shoes accordingly.

## **GRAD IMAGES – OFFICIAL GRADUATION PHOTOGRAPHER**

Proofs will be sent to your home and via email within three to five days after graduation. Pictures can be ordered online, by phone or by mail. Grad Images can be contacted at 1-800-261-2576 or via email at [www.gradimages.com](http://www.gradimages.com).

Registering your graduate with Grad Images provides them with the information they need to deliver your graduation proofs to you in a timely manner. Giving them an accurate mailing address and email address will allow them to get your proofs to you on the first try. You may also provide them with email addresses of up to six friends and family members to allow them to celebrate in the accomplishment.

## **GRADUATION PARKING**

Vehicles that have a graduate with their gown in the car along with the approved parking pass may park in Parking Garage F which is located behind the arena, closest to the baseball stadium. All others will pay \$5 and should park in Parking Garage D or overflow in Parking Garage H.