

GRADUATION INFORMATION

HOWARD COUNTY PUBLIC SCHOOL SYSTEM EMPLOYEES who are PARENTS/GUARDIANS of a graduating senior:

If you a **permanent employee of the Howard County Public School System in any capacity** we invite you to present your child's diploma at *Atholton High School's 2012 Commencement Ceremony*.

Scheduling involves several easy steps:

1. Talk with your senior to make a joint decision that you will hand the diploma to him/her.
2. Complete and return the form below to Natalie Kelly, graduation coordinator, either by email or on paper. (*Natalie_kelly@hcpss.org*)
3. Review an email that will be sent prior to the graduation day which will provide specific information regarding the ceremony. A staff member will be assigned to take you through your role when you arrive at the ceremony.
4. Enjoy your special moment with your senior!

Due to the preparation involved in the commencement ceremony, Ms. Kelly, the graduation coordinator must receive your request **ASAP** or no later than **Friday, May 4, 2012**.

My senior, _____, and I agree that I will
(**print/type** graduate's name)
present his/her diploma at the commencement ceremony. I understand that I must arrive 30 minutes prior to the ceremony to be greeted backstage by a school staff member who will direct me to the right place at the right time.

There will be _____ guests attending the ceremony in my party.

Parent Name (**print**) _____

I work at/in _____
(Name of HCPSS school/office)

Confirmation email address: _____
(Please print clearly)