

## GRADUATION REMINDER FOR DEADLINES

Sunday, October 1, 2017

1. FAFSA Opens (This is not Bright Futures)
2. First Day to register for Bright Futures ONLINE (see handbook in packet)
3. (GOLD) Verification of Receipt FORM with student's signature indicating Bright Future's Information was provided and read
4. Blue senior transcript – Confirm and write second semester subjects, corrections, and parent's signature
5. Release of College Exam Scores Forms (white) if in your packet
6. Final day for Initial Request for Letter(s) of Recommendation ONLY IF NEEDED (There is no form for these requests)
7. If letter is needed, submit Student Resume, Goals, Adjectives & Stories For Recommendation (white) PERSONAL FACTS WORKSHEET
8. Confirmation of Volunteer Service Hours sent to Records Office (form under MY CIRCLE/ Documents and Forms on website)
9. Final college applications sent out
10. All students must have test results on file
11. Initial College and/or Career Information – Senior Forms under MY CIRCLE/Documents and Forms on the website

Sunday, January 7, 2018

1. First Semester Grades due in Circle Dashboard
2. Screenshot of DE grades from online college account emailed to: [robins@circlechristianschool.org](mailto:robins@circlechristianschool.org)
3. Senior Graduation Form including Tribute to Parents – Senior Forms under MY CIRCLE/ Documents and Forms on the website

Friday, January 26, 2018

Deadline to order from balfourfl.com before late order cost increase

1. Cap, Gown, & Tassel Package (MANDATORY)
2. Invitation and memorabilia (optional)

Thursday, March 1, 2018

1. Final College and/or Career Plans – under MY CIRCLE/ Documents and Forms on the website

March 2018

By appointment:

1. Senior Pictures taken at high school campus
2. Parent Audio Recording

March/April 2018

Delivered to CCS:

1. Cap, Gown & Tassel Package
2. Balfour Invitations and Memorabilia

Friday, April 27, 2018

Final Date:

1. Accept or Decline College or University Acceptance

Wednesday, May 9, 2018

Submit to the Records Office:

1. Second Semester Grades due in Dashboard BY NOON on 5/9/18
2. Screenshot of DE 2nd semester grades from online college account
3. 170-180 attendance days must be met
4. Transcript Request Form (with \$3.00 payment) for FINAL transcript to be sent to chosen college

Business Office:

1. Any outstanding bills must be paid

After Graduation:

1. Request that DE college transcript be sent to chosen college

**FRIDAY, MAY 18, 2018**

*Required for senior and one parent to attend*

**GRADUATION REHEARSAL: 11:00AM - 12:30PM**

Calvary Assembly, 1199 Clay Street, Winter Park, FL

**FRIDAY, MAY 18, 2018**

*Seniors must be in designated room by 6:00pm*

**GRADUATION!** (Starts PROMPTLY at 7:00pm)

Calvary Assembly, 1199 Clay Street, Winter Park, FL