

**LINCOLN-WAY WEST HIGH SCHOOL  
CLASS OF 2017  
GRADUATION INSTRUCTIONS**

**GRADUATION CEREMONY ON MAY 30 AT 6:30 P.M.**

**PRACTICE**

1. Practice for graduation will be held at **10:30 a.m. on Tuesday, May 30**. Graduates must be on time. Graduates should report directly to the cafeteria. Practice will last until approximately 1:00 p.m.
2. **GRADUATES ARE NOT TO MISS PRACTICE**. Those who work should make arrangements with their employers well in advance. Graduates who miss practice will not be allowed to take part in the graduation ceremony unless excused prior to practice by Mr. Luzzo or Dr. Schmitt. Only extenuating circumstances will be taken into consideration. Having to work will not be excused.

**THE CEREMONY**

3. Graduation will be held on the athletic field. If the ceremony is held inside because of inclement weather, it will be held in the gym. Graduation tickets are only required if the ceremony is held indoors.
4. **All fees, obligations, library books due, etc., must be taken care of prior to graduation.**
5. On Tuesday night, graduates are to report to the cafeteria no later than 5:30 p.m. The ceremony will begin at 6:30 p.m. regardless of inside or outside ceremony.

6. Dress for graduation night:

Males: Dress shirt and tie, dress pants, socks, and dress shoes  
(no shorts, tennis shoes, or blue jeans)

Females: Dress, skirt and blouse, or dress slacks and blouse, and dress shoes  
(no shorts, halters, tennis shoes, or blue jeans)

Caps should be worn flat with the tassel on the right. Girls should bring pins to hold their caps in place.

**Graduates not following the above dress requirements will not be allowed to participate in the graduation ceremony. Diplomas will be available to pick up on June 5.**

7. **Students should not bring cell phones to graduation. Graduates will not be allowed to take their cell phones with them to the ceremony.**
8. Line-up for the processional will be arranged at the morning practice. Graduates should note their place in line to avoid unnecessary delay in getting to the proper place for the graduation processional.

9. Graduates who do not feel they can march in the processional because of a physical issue should see Mr. Luzzo or Dr. Schmitt prior to the May 30 rehearsal. Special arrangements will be made for these students.
10. On graduation night, graduates will receive their diploma covers. Diplomas will be available for pick up June 5 in the registrar's office. After June 5, please call the registrar's office at 815.717.3540 to make arrangements to pick up diplomas. Students are required to pick up their diplomas.
11. GRADUATES WHO ATTEND THE CEREMONY AND DISRUPT IT IN ANY WAY WILL **NOT** BE ISSUED A DIPLOMA.

### **GRADUATION CAP & GOWN AND TICKET INFORMATION**

1. Caps and gowns distribution will be during all lunch hours on May 5. Students will choose an orange or red tassel at that time. Extra tassels are available for purchase for \$7.00. Questions regarding graduation caps and gowns should be directed to Mrs. Borgo in the Main Office. Obligations must be paid and community service completed prior to picking up caps and gowns and/or announcements.
2. Each graduate will be issued a maximum of five (5) tickets for graduation. **The tickets will be used only for the indoor ceremony due to inclement weather.** Tickets will be distributed during lunch hours on May 18. If needed, two (2) additional tickets for each graduate can be picked up in the Main Office after practice on May 30.
3. There will be enough seating for the outside ceremony so that tickets will not be necessary. Seating will be provided on the athletic field and bleachers.

### **PICTURES**

For your convenience, we have made arrangements with GradImages for a professional photographer to record the moment students are awarded their diplomas. If interested, visit their website at [www.gradimages.com](http://www.gradimages.com). Follow the Pre-Event Registration tab on how to register your e-mail address with them.

This service will enable all students to have a photograph of their graduation. There is no obligation to purchase. Family members and friends are encouraged to remain in their seats and enjoy the ceremony. Personal picture-taking can be done prior to or after the convocation.

If you have any questions regarding the graduation ceremony, please contact Mr. Luzzo at [mluzzo@lw210.org](mailto:mluzzo@lw210.org) or Dr. Schmitt at [mschmitt@lw210.org](mailto:mschmitt@lw210.org).