

**From:** Centennial High School <no-reply@hcpss.org>

**Subject:** Centennial High School Notices

## Centennial High School Notices

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### ATTENTION SENIORS

#### ***Seniors!***

It's not too late to order a Cap & Gown for virtual graduation. If you have not purchased a cap & gown, please go through Balfour.com to purchase your cap/gown/tassel. Students should be in cap/gown for the 5-10 second videos to be used during the virtual graduation.

These orders should be placed ASAP to ensure they are available for pick up on Saturday, May 16th.

If you are borrowing a cap/gown and still need a tassel, you can purchase one at the link below for pick up this Saturday, May 16th. Deadline for this is Thursday, May 14th. Bring your receipt as proof of purchase.

<https://osp.osmsinc.com/HowardMD/BVModules/ProductTemplates/Bvc2013/Product.aspx?productid=DA041-870>

These deadlines are strict to make sure that all items can be given out in time for virtual graduation.

If you would like to forego a cap/gown/tassel order, your yearbook photo will be used in place of the 5-10 second video during the virtual graduation.

**Senior Spotlight - Spring Sports** - Over the last several weeks, our Athletic Department has featured our Senior Athletes in Spring Sports Spotlights. For another look at our graduating seniors, have a look at <https://www.facebook.com/watch/?v=596139447671178>

**From:** [Centennial High School](#)  
**To:** [Cynthia B. Dillon](#)  
**Subject:** Graduation Info and Pick up & Drop off Procedures  
**Date:** Tuesday, May 12, 2020 2:26:50 PM

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## Centennial High School

# Graduation Information

I am pleased to finally be able to share information pertaining to the end of year activities for our senior class.

### **Graduation: June 4th @ 6:00pm**

As I shared with students last week, graduation will be held in a virtual setting. As part of the ceremony, each senior will create and submit a very brief video (5-10 seconds) to be included in the graduation production. Directions for the video will be coming very soon, and the videos/pictures will be due to the production company by early next week (May 18-20). We would like our students to wear their cap, gown, and regalia (fancy word for stoles and honor cords).

### **Drop-off and Pick up:**

If you already have your cap and gown, we still need to see you as you probably have materials you need to return to us. Pick up of graduation items (caps, gowns, tassels, cords, etc.) and return of school materials will be held on **Saturday, May 16 at Centennial High School** for seniors only. A similar collection for underclassmen will be scheduled in June. The details for the senior event are as follows:

- Students will need to complete a [Materials Return Form](#) and bring the following school owned items bundled in a grocery bag or similar container for return including:
  - Textbooks - or lost book fees/[OSP receipt](#) showing paid
  - Media Materials
  - Chromebooks
  - Any folders/sheet music belonging to the choral/music department
  - Any other obligations or items belonging to CHS or HCPSS
  - NOTE: Athletic equipment and instruments will be collected on a date to be shared by the coaching staff.
- Each item being returned is to be clearly labeled with the name of the student and the name of the teacher who issued it to them.
- Arrival:
  - One vehicle per household.

- Vehicle occupants must remain in their car at all times.
- The name of the student is to be posted in large letters on the passenger side of the windshield.
- Upon arrival at the school parking lot, [follow the established traffic pattern](#) to avoid traffic backing up onto Centennial Lane.
  - Arrive using the main boulevard entrance into the parking lot.
  - You will leave via the bus loop entrance and are asked to make a right turn only.
- Students may not pick up materials for any other individual.
- You are encouraged to wear a facemask during your turn at the drop off station.
- Seniors should arrive at the following times based on last name:
  - Last Names A- Co: 8:00-8:45
  - Last Names Cr-He: 9:00-9:45
  - Last Names Hi-K: 10:00-10:45
  - Last Names L-M: 12:00-12:45
  - Last Names N-So: 1:00-1:45
  - Last Names Sr-Z: 2:00-2:45
- Students unable to come at the scheduled time should send an email to Marie\_Dow@hcpss.org. We will do our best to accommodate your scheduling needs.

Students who need to purchase graduation items will need to do so ASAP. A separate email with specific directions will be forwarded to you through Canvas announcements and Remind. If you purchased a tassel online through OSP, [please bring your OSP receipt with you to the pick-up event](#). Please be aware, we may not be able to fill late orders.

### **Critical Need Items:**

Our school wants to help you retrieve any personal critical need items from the building. In order to find your items and have them ready for you to pick them up, we need to collect information from you. Items that are of critical need for you may be available on the Pick-Up date for cap and gowns. The exception to this is medications. Those will not be available for retrieval on Saturday. Other non-critical items will be retrieved and distributed at a later date. This form is for seniors only. Arrangements for underclassmen will be made at a later date. Please [submit this request form](#) at your earliest convenience.

### **Miscellaneous:**

Diplomas will be distributed at a later date using a similar method. Students with obligations will need to settle their accounts prior to that date.

I know this is a lot to read and digest. We will be organizing this information on our website so you will have ease of locating what you are looking for.

See you all on Saturday!

Cindy Dillon, Principal

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## Connect with Us:



### Address

4300 Centennial Lane  
Ellicott City, MD 21042



### Phone

410-313-2856



### Website

[chs.hcpss.org](http://chs.hcpss.org)



### Twitter

[@hcpss\\_chs](https://twitter.com/hcpss_chs)

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Howard County Public Schools would like to continue connecting with you via email. If you prefer to be removed from our list, please contact Howard County Public Schools directly. To stop receiving all email messages distributed through our SchoolMessenger service, follow this link and confirm: [Unsubscribe](#)

SchoolMessenger is a notification service used by the nation's leading school systems to connect with parents, students and staff through voice, SMS text, email, and social media.

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## Senior Updates

We've had some questions since yesterday and also received information from the production company since I wrote to you. Below is an update. Please continue to [check the website \(Links to an external site.\)](#) as we will be posting information there as soon as it becomes available.

## DROP OFF/PICK UP EVENT

- Everyone needs to come to this event on Saturday, May 20th at your assigned time (see website).
- If you already have your cap and gown, bring it with you to record your video clip.
- Want to make things more fun? Decorate your car and let's have a parade!
- We've adjusted the traffic pattern a little bit from what you may have seen yesterday. When you get to school, you will be turning into the Burleigh Manor Lot. That lot is where you will wait your turn to enter the 'Stations Loop'. Just follow directions and you'll be ok.
- If you come outside of your designated window, you will be turned away unless you made prior arrangements to come at a different time.
- Remember to come in one vehicle per household. If you can have someone drive you, that would help keep things moving if you are going to take advantage of the video station.
- If you can not come when you were scheduled to arrive, contact Mrs. Dow: [marie\\_dow@hcpss.org](mailto:marie_dow@hcpss.org).

## VIDEO CLIPS FOR GRADUATION

- Follow this link to review [guidelines for recording \(Links to an external site.\)](#) your video for graduation.
- We are setting up a station at the drop off on May 16 for you to record your video in front of the CHS banner that is typically displayed on the stage at Merriweather during in-person graduations.
- You will put on your cap and gown to record the clip.
- The best video clip will be head and shoulders. It must be taken in Landscape orientation.
- We will upload your clip on site with you.
- You do not need to submit a clip. If you do not, we will use your senior portrait.
- You will also have the option to opt out of the graduation production entirely.

- If you are not able to be at school on Saturday, we may offer a make-up session depending on the number of people who need to be accommodated.
- You can record and upload your clip yourself - but we prefer it be taken care of on May 16.
- The deadline to [upload \(Links to an external site.\)](#) a video clip is May 20.

## MATERIALS COLLECTION AND RETURN

- If you have materials you think you are going to need past this Saturday (AP textbooks, Chromebooks, etc.) keep them. There will be another 'Pick-up' event for you to get your diploma and you'll be able to turn in any remaining items at that time.
- When you come on to the drop off event on May 16, make sure you've filled out a [Materials Return Form \(Links to an external site.\)](#). There is space at the bottom of the form to indicate what you are choosing to keep.
- If you can't print out the form, no sweat! Just write it down on a piece of paper.
- If you forget to fill out the form, there will be some waiting for you in the Waiting Area of the parking lot.
- You do not have to wear a mask for your video. But, we do ask you wear one at all other times during this event.

## CAP AND GOWN ORDERS

- You can still order one if you need one. Place your order through Balfour.com through Thursday, May 14 at 5:00pm.
- You can also order tassels through that company or through [OnlineSchoolPayments \(Links to an external site.\)](#)
- If you order through OSP, be sure to bring a print out of your purchase with you to the drop off.

## OBLIGATIONS

- Remember to go to [OnlineSchoolPayments \(Links to an external site.\)](#) to pay for any lost books or funds owed from previous years. You will need to take care of those before you come to pick up your actual diploma.



## Updates: Video, Keeping stuff, Parade?, etc.

May 13 at 5:10pm

[Cindy Dillon](#)

[1 Section](#)

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