

From: [Wilde Lake High School](#)
To: [Marcy Leonard](#)
Subject: WLHS - Senior Cap and Gown Pick-Up Instructions!
Date: Tuesday, May 12, 2020 8:23:17 AM

WLHS - Senior Cap and Gown Pick-Up Instructions!

Seniors - see you Thursday, May 14 or Friday, May 15!

WLHS Senior Sendoff Information May 12, 2020

We look forward to seeing all of the seniors in the Class of 2020 at Wilde Lake HS on Thursday, May 14 or Friday, May 15 for cap and gown pick up and return of books, uniforms, etc! Please see below for the schedule and for all the details you need to know as we get ready for our graduation ceremony in early June.

Each senior will be creating a very brief video (5-10 seconds) and providing a senior picture for the graduation ceremony. 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).

During cap and gown pick up on Thursday and Friday, it is critical that seniors and families maintain all social distancing practices and wear masks.

To help expedite the process, please write your student's last name on a piece of paper and place it on the front dash of your car, so that it will be visible for staff as you arrive.

Students cannot pick up items for other students. Only students and/or the students' parent/guardian may pick up and drop off items.

Seniors will need to bring the following school owned materials for return: textbooks, media materials, chromebooks, athletic uniforms/equipment, and any other obligations or items belonging to WLHS or HCPSS. Place all textbooks and materials to be returned to WLHS in a plastic/shopping/grocery bag or box, labeled with your first and last name (the bag/box will not be returned to you). Include a [Textbook/Materials Collection Form](#) in the bag. This form can either be printed and filled in, or you can simply write the information on a sheet of paper.

If you have an item of critical need in the school building, please complete this survey [WLHS Senior Critical Item Pick-up Survey May 2020](#) immediately, and we will try to have the item for you when you arrive. Students are not permitted to enter the school building.

Thursday May 14th

Last Name starts with A: 9:00-9:45

Last Name starts with B: 10:00-10:45

Last Names start with C-D: 11:00-11:45

Last Names start with E-G 12:00-12:45

Last Names start with H-J: 1:00-1:45

Last Names start with K-L: 2:00-2:45

Last Name starts with M: 3:00- 3:45

Friday May 15th

Last Names start with N-P: 9:00-9:45

Last Name starts with S: 10:00-10:45

Last Names start with T-V: 11:00-11:45

Last Names start with W-Z 12:00-12:45

AP Make-up: 1:00-3:00

If you miss your pick up window due to AP testing, please plan to come on Friday between 1:00-3:00pm.

If you cannot make this pick up time for any reason, please contact lindsey_startt@hcpss.org to make alternate plans.

Driving/ Walking Directions for Cap and Gown Distribution

Students and families will access school from Cross Fox Lane via Twin Rivers Road (coming from the Wilde Lake Middle School side). Look for a staff member to direct you to the distribution. We will only allow right turns into the bus loop, so if you approach from the other direction, you will be asked to drive around past the tennis courts to get in line. Please see the bottom of this message for a map of the cap and gown pick up process.

As you approach school, please have a few things ready:

1. A paper with your First and Last Name, either in your windshield or so you can hold it up to us and it can be seen from a 6 foot distance.
2. A [Textbook/Materials Collection Form](#) - This can either be printed and filled in or simply write the information on a sheet of paper.
3. All textbooks and materials to be returned to WLHS in a plastic/shopping/grocery bag or box, labeled with your first and last name (the bag/box will not be returned to you). Place the completed [Textbook/Materials Collection Form](#) in the bag/box.
4. Your smartphone or camera if you will be recording your virtual graduation ceremony video/picture submission at WLHS at the designated location with the formal graduation backdrop.

Follow the directions of staff as they direct you into the bus loop. **Stay in your car.** A staff member will come to you to take your returns and/or bring you your graduation materials. You will drive through 4 stations.

Station 1 - Check-in

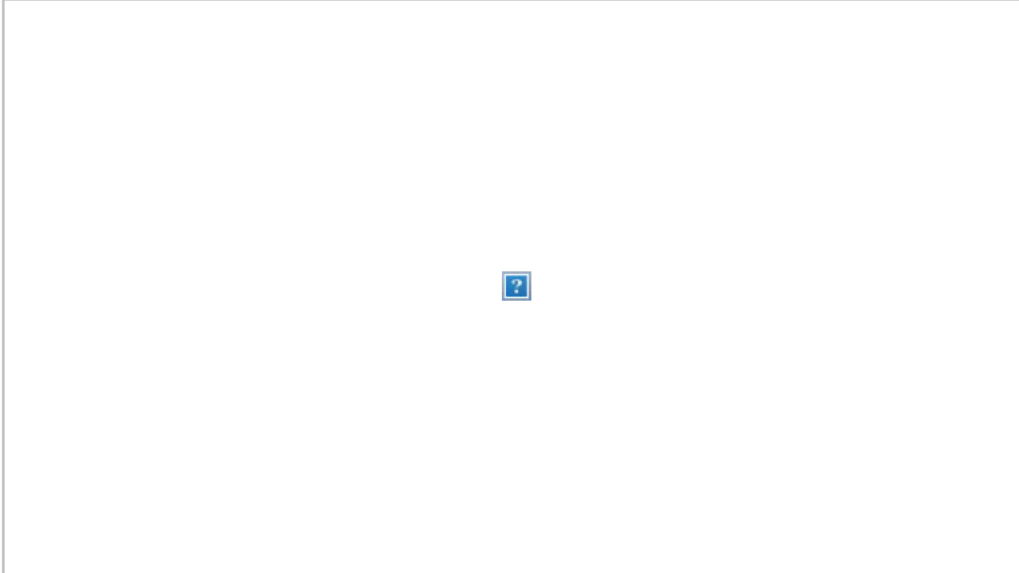
Station 2 - Textbook and Materials Return

Station 3 - Caps and Gowns

Station 4 - Honor Cords and Stoles

You will then have the option to proceed to the student parking lot for an opportunity to take your

virtual graduation ceremony submission video and picture in front of a formal graduation backdrop. Once you turn into the student parking lot, you will be directed to park in a parking space until it is your turn. **You must stay in your car** until you are directed by a staff member to the photo location. Your family member or a staff member may take your video and picture for you. You will need to provide your own smartphone or camera for the video and picture. Once you have taken your video and picture, you will need to promptly head home. No gathering or lingering will be permitted on WLHS property.



Two other online items to complete for seniors:

1] From Student Services: Senior Survey 2020!

- Now is the time to complete the Senior Survey 2020! ALL SENIORS MUST COMPLETE AND SUBMIT THEIR SENIOR SURVEY 2020. The Senior Survey 2020 is located in Naviance.
- Follow the directions in the [Senior Survey 2020 Quick Guide.pdf](#).

2] From Class of 2020 Class Council: Senior Sendoff Video!

Based on your feedback, the Class of 2020 class council wants to create another way to celebrate you via a virtual Senior Sendoff! You will have the opportunity to provide whatever you would like to represent you and your accomplishments in our video presentation.

- If you have already completed a pennant in google, we will include it. If you haven't made yours yet, the template can be found here: [2020 Pennant Template](#).
- We are also interested in baby photos, sports/activity photos, and senior portraits (if you had them taken at school, we already have yours!).
- Please email any photos or pennants to WildeLakeSeniors2020@gmail.com by Wednesday, May 20. Be sure to include your full name in the email!

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.

From: [WLHS Student Community](#)
To: [Marcy Leonard](#)
Subject: WLHS Senior Sendoff Information - 05/12/20: WLHS Student Community
Date: Tuesday, May 12, 2020 9:20:17 AM

WLHS Senior Sendoff Information

May 12, 2020

We look forward to seeing all of the seniors in the Class of 2020 at Wilde Lake HS on Thursday, May 14 or Friday, May 15 for cap and gown pick up and return of books, uniforms, etc! [Please view schedule and for all the details you need to know as we get ready for our graduation ceremony in early June.](#)

Each senior will be creating a very brief video (5-10 seconds) and providing a senior picture for the graduation ceremony. 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).

During cap and gown pick up on Thursday and Friday, it is critical that seniors and families maintain all social distancing practices and wear masks.



[View announcement](#) | [Update your notification settings](#)

From: [WLHS Student Community](#)
To: [Marcy Leonard](#)
Subject: Google Meet w/ Ms. Leonard @ Graduation & WLHS Senior Graduation Ceremony Video Directions May 2020: WLHS Student Community
Date: Wednesday, May 13, 2020 1:01:24 PM

We will hold a google meet on Wednesday, May 13 from 4:30-5:30pm for seniors and families to ask any questions about the senior graduation ceremony video. The login/link information is:

meet.google.com/fma-zcgp-gqp



From the video production company about your WLHS graduation video _____:

- 1] Video must be less than 15 seconds in duration.
- 2] Your cap and gown should be worn in the video.
- 3] Only 10 seconds of video will be used.
- 4] Audio from the video will not be used from the ceremony. So, there will be no sound used from your video in the ceremony.
- 5] Please say your full name (first middle last) at the start of the video. This will be used to identify you as well as assist with pronunciation; it will not be used during the ceremony.
- 6] Please pause for a moment after saying your name and before continuing with your recording.
- 7] Be sure to orient your device to landscape orientation (not portrait orientation) before you record.
- 8] Consider lighting conditions. Outdoor lighting is preferred. The lighting source (sun, lamp, etc.) should be in front of you, not behind you.
- 9] You can find this same information at [Student Video Directions.pdf](#).

From Wilde Lake High School about your graduation video _____:

- 10] We will share the website link to upload your video by Thursday, May 14.
- 11] **The deadline to upload your video is Wednesday, May 20.**
- 12] Consider coming to cap and gown pick-up at WLHS on Thursday, May 14 or Friday, May 15 in “camera-ready” clothes, hair, etc. You will have an opportunity to take your video and a graduation picture in your cap and gown in front of the formal WLHS graduation backdrop.
- 13] Since 10 seconds of your video will be used for the online ceremony, consider how to use your 10 seconds. You can wave, smile, hold up a sign thanking your family and teachers, etc.

14] Inappropriate content, gestures or imagery will not be permitted, and the presence of any of these elements in videos will cause the video to be rejected.

15] Questions? Please contact lindsey_startt@hcpss.org.

We look forward to seeing you shine in our Class of 2020 graduation ceremony on June 5, 2020 at noon! #LakePride



[View announcement](#) | [Update your notification settings](#)

From: [Wilde Lake High School](#)
To: [Marcy Leonard](#)
Subject: WLHS - Directions for Senior Graduation Videos
Date: Wednesday, May 13, 2020 12:07:04 PM

WLHS - Directions for Senior Graduation Videos

Class of 2020 - Here's the information you have been waiting for!

Class of 2020,

Please find linked and pasted below the directions for your graduation ceremony video! The video is due by Wednesday, May 20, and we are hoping you will use the formal backdrop at cap and gown pick-up on Thursday, May 14 or Friday, May 15. The link to the video directions document is at [Graduation Ceremony Senior Video Directions May 2020](#) and the information is pasted at the bottom of this message.

We will hold a google meet this afternoon, Wednesday, May 13 from 4:30-5:30pm for seniors and families to ask any questions about the senior graduation ceremony video. The login/link information is:

meet.google.com/fma-zcgp-gqp



The link to yesterday's memo with cap and gown pick-up information (which now includes the link the video directions as well) can be found at [WLHS Cap and Gown Distribution Plan May 14-15, 2020](#).

**WLHS Senior Graduation Ceremony Video Directions
May 2020**

We will hold a google meet on Wednesday, May 13 from 4:30-5:30pm for seniors and families to ask any questions about the senior graduation ceremony video. The login/link information is:

meet.google.com/fma-zcgp-gqp



From the video production company about your WLHS graduation video:

- 1] Video must be less than 15 seconds in duration.
- 2] Your cap and gown should be worn in the video.
- 3] Only 10 seconds of video will be used.
- 4] Audio from the video will not be used from the ceremony. So, there will be no sound used from your video in the ceremony.
- 5] Please say your full name (first middle last) at the start of the video. This will be used to identify you as well as assist with pronunciation; it will not be used during the ceremony.
- 6] Please pause for a moment after saying your name and before continuing with your recording.
- 7] Be sure to orient your device to landscape orientation (not portrait orientation) before you record.
- 8] Consider lighting conditions. Outdoor lighting is preferred. The lighting source (sun, lamp, etc.) should be in front of you, not behind you.
- 9] You can find this same information at [Student Video Directions.pdf](#).

From Wilde Lake High School about your graduation video:

- 10] We will share the website link to upload your video by Thursday, May 14.
- 11] **The deadline to upload your video is Wednesday, May 20.**
- 12] Consider coming to cap and gown pick-up at WLHS on Thursday, May 14 or Friday, May 15 in “camera-ready” clothes, hair, etc. You will have an opportunity to take your video and a graduation picture in your cap and gown in front of the formal WLHS graduation backdrop.
- 13] Since 10 seconds of your video will be used for the online ceremony, consider how to use your 10 seconds. You can wave, smile, hold up a sign thanking your family and teachers, etc.

14] Inappropriate content, gestures or imagery will not be permitted, and the presence of any of these elements in videos will cause the video to be rejected.

15] Questions? Please contact lindsey_startt@hcpss.org.

We look forward to seeing you shine in our Class of 2020 graduation ceremony on

June 5, 2020 at noon! #LakePride

Wilde Lake High School | 5460 Trumpeter Road, Columbia, MD 21044 | (410) 313-6965 | w/hs.hcpss.org

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.