

## COMMENCEMENT CEREMONY FOR THE CLASS OF 2019

Tuesday, May 21, 2019 at 2:00 p.m.

Daniel L. Ritchie Center – University of Denver

2240 Buchtel Boulevard S, Denver, CO 80210

Please remember that all school rules and expectations apply at this function. Parents and other non-participants are expected to stay in their seats at all times during the ceremony. They should not come out of the stands for any reason during the ceremony. A professional photographer will be taking a picture of each graduate receiving his/her diploma and this picture may be purchased.

1. Graduating seniors must be in the Hamilton gymnasium in caps and pressed or steamed gowns no later than 12:30 p.m. on Tuesday, May 21. You will be seated at this time. Graduates will be assigned a Junior Escort who will lead them to their seats in the Magness Arena. Graduates who arrive to the Hamilton gymnasium later than 12:30 p.m. may not be seated alphabetically in their assigned row. Late arriving graduates could be excluded from the ceremony altogether; however, we will try to assign late arrivals a new seat and will try to announce those names after the alphabetical listing of senior names is read.
2. You will be asked to stand and remain standing during the presentation of colors and the Star Spangled Banner. Gentlemen will remove their caps.
3. You will be seated during the introduction of the platform guests and the Top Ten Presentation.
4. Students graduating with honors and/or scholarships should stand when the group they belong to is announced.
5. Mr. Fay will present the class to the Superintendent of Schools. Graduates will remain seated during the presentation.
6. Superintendent Munn will accept the class for the APS Board of Education. Students will remain seated during his acceptance. At the conclusion of his remarks, he will call on a member of the APS Board of Education to recognize the class. After the recognition, Mr. Fay will explain the diploma cover distribution procedures and presentation of diplomas will begin.
7. The first row of graduates in Section A will be directed to stand by their Junior Escort. They will move to the side of the platform following their Junior Escort for the presentation of diploma covers. Other rows and sections will follow in order. Actual diplomas are distributed AFTER the ceremony.

8. For the presentation of diploma covers, the graduate will hand the Faculty Herald, (standing at the side of the platform) a printed card with the graduate's name. The Faculty Herald will read the graduate's name. After the graduate's name is announced, the graduate will enter the platform, cross to the center, receive a diploma cover with their left hand, and shake the hand of the school board member with their right hand. After shaking the board member's hand, the graduate will shake hands with Mr. Fay, exit from the platform, return to their seat, and remain standing until all members of your row have returned. **DO NOT** move your tassel at this time. After leaving the platform, graduates will receive a flower that they can give to a parent or other important person after the ceremony. A professional photograph of each graduate will be taken as they shake hands with Mr. Fay.
9. When all the graduates have received their diploma covers, closing remarks will be given. At the end of Commencement, the direction will be given that all graduates should move their tassels to the left side. Do not throw your cap as you will need it again shortly to pick up your diploma.
10. Graduates will follow their Junior Escort out of the stadium and back to the Hamilton gymnasium. Counselors will issue the official diploma after the gown has been turned in to the representative from Unique Recognition. Counselors will be available for **thirty (30) minutes** following the ceremony. After that time, diplomas will not be available until the morning of Thursday, May 23, 2019.
11. **Parents will not be allowed in Hamilton gymnasium to take photos. We suggest that you take photographs of your graduate before you arrive. Graduates will not receive their official diploma until they have gone back into Hamilton gymnasium and turned in their gown. Diplomas will be distributed by counselors for only 30 minutes after the ceremony.**

- B. Care of Caps and Gowns required before the ceremonies:
1. Gowns will be wrinkled. Please steam them or press them with a cool iron and hang them on a hanger after pressing.
  2. Caps should be placed on the head so the top of the mortarboard is flat with the fabric point of the cap touching the middle of your forehead.
  3. Caps and gowns are worn for both Honors Convocation and Commencement.
  4. Tassels are to be placed on the right side and moved to the left side as a total class when directed at the conclusion of Commencement.
- C. Disabled Provisions: A special seating area and parking facilities will be provided for the disabled. See Mr. Strouse if you have any questions.
- D. A map showing parking options is enclosed with this packet.
- E. Tickets are not needed for admission to the graduation ceremony.
- F. GradImages® is the official commencement photographer for our school. Your proofs will be ready to view online as early as 48 hours of the ceremony. In order to notify you when your images are available, GradImages sends emails and mails paper proofs, along with optional text message notifications. Your information is never shared and privacy is guaranteed. Pre-registering is simply a way to make sure your contact information is up-to-date with GradImages, so they can provide your complimentary proofs as quickly as possible. To pre-register for your commencement proofs, please visit <http://GradImages.com/Preregistration>.

Graduates having any questions about the ceremonies should see Mr. Strouse.

The administration, faculty, and staff of Rangeview High School would like to offer you congratulations on your accomplishments in earning your diploma. We wish you the best of luck in the future.

**CONGRATULATIONS GRADUATES  
OF THE  
CLASS OF 2019!**