



Collegiate Academy

Class of 2021 Graduation Instructions

1. The Graduation Ceremony will be held at 8:00 pm on May 19, 2021 at Grapevine High School.
2. ARRIVAL TIME. Graduates are to be in the Staging Area, located at the north gate entrance wearing your cap and gown **no later than 7:00 pm**. Please see map attached for the student entrance location.
3. You should have your name card and your seat number with you. ONLY graduating seniors will be allowed through the student entrance. It is critical that you be on time as roll will be taken at 7:15pm.

Parents and other guests can enter through main GHS entrance beginning at 7:30 pm

4. DRESS:

- Red/Gold "21" Tassel
- **Cords and Stoles***
- Cap and Gown **(NO CAP DECORATING)**

MEN: Dress Slacks
Dress shirt and tie

WOMEN: Dress, or
Skirt and blouse, or
Dress slacks and blouse
Dress shoes

Items that **MUST** be returned before receiving diploma:

- TCC Associates Stoles
- Top Ten Stoles
- NHS Stoles
- All Cords

*Cords, stoles are provided free of charge to be worn at graduation. If you would like to keep your cords or stoles, they can be purchased no later than rehearsal on May 19th. Please see attached cord/stole pricing list.

Yours to Keep:

- Cap & Gown
- Senior 2021 Tassel
- Big Brother Big Sister Cord (Green)
- VAL/SAL Medallion/Stole

5. Receive your black mask from CA staff and proceed to your staging area seat.
6. When the processional begins, you will follow Mr. White onto the field. Please sit in the same order on the field. Remain standing in front of your seat. We will all sit down together.
7. Presentation of Diplomas:
 - a. The entire row will stand and move to the right hand side of the stage. Student will be directed when to stand and proceed to stage. Wait for the signal before standing.
 - b. A teacher will direct you to the stage. Give your name card to the holder who will pass it to the Reader. Proceed on the stage when your name is read.
 - c. Ms. Knutz, will present your diploma cover to you. Proceed across stage.
 - d. A staff member will be near the end of stage to assist you in leaving the stage and will direct you to the photography area. After your picture, return to your assigned seat in order.
8. When the last student has been handed his/her diploma and has returned to his/her seat, Mrs. Knutz
 - a. Will ask the entire class to stand and declare you graduates of Collegiate Academy
 - b. Will direct you of the tradition of moving the tassel on your cap from the right side to the left side of your cap.
 - c. Will announce, "Let the Recessional Begin."
 - d. The Recessional is just the same as the Processional, beginning with the front row. Please remain seated until the teacher at the OUTSIDE end of your row asks you to stand as a row and leave.
 - e. All Graduates will return to the Staging Area in order to pick up their Diploma and return cords and stoles.