

### **Northeast High School 2020 Senior Cap and Gown Pick Up**

Monday, June 1, 2020 Senior last names beginning with A - N

Tuesday, day June 2, 2020 – Senior last names beginning with O – Z

Make-up day June 3, 2020 – *by appointment only* – Call 754-322-1550

1. Alphabetical entry to campus – Senior may only enter senior parking lot on the east side of campus at specified times – each senior will receive a ticket number to hold their place in line. No other individual will be permitted inside campus to pick up graduation items.

June 1, 2020

- a. **8:00 am** last names beginning **A - C**
- b. **10:00 am** last names beginning **D - F**
- c. **Noon** last names beginning **G - J**
- d. **2:00 pm** last names beginning **K - N**

June 2, 2020

- a. **8:00 am** last names beginning **O - R**
- b. **10:00 am** last names beginning **S - U**
- c. **Noon** last names beginning **V - Z**
- d. **2:00 pm** – any seniors that missed their time slot

2. As numbers are called one at a time- seniors will enter the east side of the building science hall near room 37N alone with a mask or face covering.
3. Seniors will remain 10 feet apart standing on specific labeled floor pads
4. Students may turn in textbooks, laptop, athletic uniforms, or band equipment to clear obligations. There will be stations and staff along the path to drop off items.  
**NOTE:** Obligations cannot be paid at Northeast on June 1<sup>st</sup> or June 2<sup>nd</sup>... obligations **do not need to be cleared** to pick up previously purchased caps, graduation gown, tassel, medallion, cords (if earned), awards earned, or other items.
5. Students will have their grades and credits verified for graduation criteria
6. Students will move to the next station: picking up graduation items in previously packed bags (seniors will verify items before moving on) along with goodies from the City of Oakland Park.
7. Next: Pick up yearbooks (if purchased)
8. Students will then exit the adjacent science hallway near room 27N after picking up all items. Students may not stay in senior parking lot after items are picked up.
9. If a senior does not meet the criteria for graduation they will meet with guidance staff to create a plan of action.

Seniors will return rented gowns (keeping all other graduation regalia) in **the original labeled clear bag** on [June 8<sup>th</sup>](#) or [June 9<sup>th</sup>](#) following the same alphabetical list as the pick-up schedule. All obligations need to be cleared before seniors will be awarded their Northeast High School Diploma.

Questions? Call 754-322-1550

Cap and Gown Questions/ Payments: visit Herff Jones at [www.hjbroward.com](http://www.hjbroward.com)