

# Nova High School

## Senior End of Year Graduation Checklist

Dates are Time Subject to Change

<b>Important Dates</b>	<b>Items to Complete</b>	<b>Notes:</b>
Friday, May 15, 2020 (Final Deadline)	Order Cap & Gown	<ul style="list-style-type: none"> <li>▪ Place orders at <a href="http://www.herffjones.com">www.herffjones.com</a> (gowns must be ordered to participate in a possible August graduation)</li> </ul>
	Submit Media Release Form	<ul style="list-style-type: none"> <li>▪ Forms available on the school website and Canvas</li> <li>▪ Email completed forms to <a href="mailto:nvh_media_release@browardschools.com">nvh_media_release@browardschools.com</a></li> </ul>
	Submit Senior Picture (ONLY for students who have been contacted)	<ul style="list-style-type: none"> <li>▪ Students who have not submitted a picture will be contacted</li> </ul>
	Complete night school and online courses	<ul style="list-style-type: none"> <li>▪ Notify Mr. Andre</li> </ul>
Monday, May 18, 2020	Submit all scholarship documentation to be included in Senior Awards Ceremony	<ul style="list-style-type: none"> <li>▪ Email or text to Mrs. Kirtman</li> </ul>
Tuesday, May 19, 2020	Complete name pronunciation form	<ul style="list-style-type: none"> <li>▪ <a href="https://tinyurl.com/y9m3ostd">https://tinyurl.com/y9m3ostd</a></li> <li>▪</li> </ul>
Friday, May 22, 2020 (Final Deadline)	Complete the 2019-2020 Broward Graduation Survey	<ul style="list-style-type: none"> <li>▪ Survey is located in Naviance under the “Important To-Dos &amp; Tasks”</li> <li>▪ Serves as your free final transcript request</li> </ul>
	Clear ALL Financial Obligations	<ul style="list-style-type: none"> <li>▪ View Virtual Counselor for obligations</li> <li>▪ Pay obligations on estore</li> </ul>
Tuesday, May 26, 2020	Last Day for Seniors	<ul style="list-style-type: none"> <li>▪ All graduation requirements must be completed</li> </ul>
Thursday, May 28, 2020, 8 am – 1pm Day 1	Return of Textbooks, Laptop, Club/Sports items (ex. uniforms, equipment), & Pick Up Yearbook	<ul style="list-style-type: none"> <li>▪ Additional information will be provided on the school website and Canvas when available</li> </ul>
Monday, June 1, 2020	Senior Awards Ceremony (recording)	<ul style="list-style-type: none"> <li>▪ Additional information will be provided on school website when available</li> </ul>
Tuesday, June 2, 2020, 8am - 1pm Day 2	Return of Textbooks, Laptop, Club/Sports items (ex. uniforms, equipment), & Pick Up Yearbook	<ul style="list-style-type: none"> <li>▪ Additional information will be provided on the school website and Canvas when available</li> </ul>
June 4 – 10, 2020	Final High School Transcripts sent to colleges	<ul style="list-style-type: none"> <li>▪ District sends to In-State Public Colleges &amp; Nova sends to Out-of-state &amp; private schools</li> </ul>

<b>Important Dates</b>	<b>Items to Complete</b>	<b>Notes:</b>
Thursday, June 4, 2020 8 a.m. – 1 p.m.	Pick up Cap and Gown & Cords (Save the original bag the gown came in)	<ul style="list-style-type: none"> <li>▪ The following must be paid/completed prior to pick up: financial obligations, graduation survey, textbook obligations, Media Release form, graduation requirements</li> </ul>
Week of June 8	District sends final transcripts to Bright Futures	<ul style="list-style-type: none"> <li>▪ OSFA: 888-827-2004 or osfa@fldoe</li> </ul>
Tuesday, June 9, 2020, 8 a.m. – 1 p.m.	Return Gown and Pick Up Diploma (Return gown in original bag) (Students keep cap, tassel, cords, & any additional items)	<ul style="list-style-type: none"> <li>▪ The following must be paid/completed prior to pick up: financial obligations, graduation survey, textbook obligations, Media Release form, graduation requirements</li> </ul>
Friday, June 26, 2020, 4 p.m.	Enjoy your Virtual Graduation!	<ul style="list-style-type: none"> <li>▪ Broadcast on BECON &amp; YouTube</li> <li>▪ Additional information will be provided on the school website when available</li> </ul>

## Frequently Asked Questions

- **Can I still order a yearbook? When and where can I pick up my yearbook?**  
Yearbooks can still be purchased on the estore (<https://osp.osmsinc.com/browardfl/>). Yearbooks will be distributed the same day as textbook and laptop returns, Thursday, May 28, 2020 or Tuesday, June 2, 2020.
- **Will I be reimbursed for the grad bash and/or prom ticket I purchased?**  
Students will be issued a refund once the school receives the refund checks from the prom venue and Universal Studios.
- **Will I receive a refund if I purchased Cap and Gown?**  
No refunds will be given. Gowns will be used if a live graduation is permitted in August.
- **When is the last day to order gowns? Why should I order a gown if the graduation is virtual?**  
There is still a possibility that there will be a live graduation in early August. Students must have a gown ordered by May 15, 2020 in order to participate in a possible August graduation. Orders can be placed at [www.herffjones.com](http://www.herffjones.com).
- **What picture is being used for the Virtual Graduation and what if you don't have my picture?**  
Your senior picture will be displayed as your name is being read during the virtual graduation. If we do not have a senior picture on file, someone will contact you and will provide you with guidelines to use for taking and submitting your picture.
- **When will I receive my diploma?**  
You will receive your diploma when you return your gown on Tuesday, June 9, 2020.
- **Will I still be receiving my cords? When will I receive them?**  
You will receive your cords when you pick up your cap and gown on Thursday, June 4, 2020.
- **Can I still submit service hours and where do I send them?**  
Service Hours can be submitted to Ms. Gentile at [jenna.gentile@browardschools.com](mailto:jenna.gentile@browardschools.com).
- **What if I didn't pass my FSA ELA, Algebra EOC, or receive a concordant score? Can I still graduate?**

**REVISED: 5/13/2020**

The state has waived the reading and math test requirement for this year's graduating class. Students do NOT need to pass the FSA ELA or Algebra EOC to graduate.

- **What if I didn't do my 40 service hours? Can I still graduate?**

The state has waived the service hour requirement for this year's graduating class. This service hour requirement has not been waived for the Bright Futures Scholarship.

- **When and where do I drop off my dual enrollment or early admission textbooks?**

You will need to drop off your dual enrollment or early admission textbooks on Thursday, May 28, 2020 or Tuesday, June 2, 2020.

**Why do I need to submit a Media Release form? What if I think I already submitted one?**

The school must have a media release form on file and be signed by both the parent and student in order for any student pictures to be used in the senior awards ceremony and/or graduation. The first box in each section on the form must be selected in order to grant the school permission to utilize student photos. We encourage everyone to fill out a new form to ensure that their pictures can to be utilized during the ceremonies.

- **How do I submit my final transcript?**

The 2019-2020 Broward Graduation Survey serves as your final transcript request. Final transcripts will be sent to the schools you indicated on the survey. Dual Enrollment and Early Admissions students need to request a separate transcript from Broward College (BC) and/or University of Florida (UF). High School transcripts do not include classes at BC or UF. Students can request BC transcripts on their BC portal.