



Graduation is rapidly approaching, and we would like to share some very important information about this upcoming event. Please consider this information as you begin your graduation plans so you are able to enjoy every aspect of this very significant milestone.

Graduation will be held on Thursday, May 30th at 5:00 PM at the Columbus Convention Center in the Union Station Ballroom. Columbus Convention Center is located downtown at 400 N. High Street, Columbus, OH 43215

***Students who are participating in the Fort Hayes Graduation need to observe the following:***

- Students must wear the approved cap, gown, and tassel during the ceremony. Decorated caps and souvenir tassels are not permitted. Fort Hayes/CCS approved tassels are permitted, and only one tassel may be worn.

***Students are urged to wear the following clothing under the gown:***

- Men: dress shirt and tie, dress slacks, dress shoes and socks
- Women: light-colored dress or pants and dress top or blouse and dress shoes (no flip-flops).

Each student must have paid the required \$70 graduation fee in order to receive his/her tickets and cap & gown. All fees from ALL YEARS must be paid.

Each graduate will receive 10 tickets to the ceremony. Please return any unneeded tickets to the Fort Hayes main office. Students may petition in writing for any additional tickets needed.

Students are asked to arrive to the Convention Center by 3:30 pm, where they will be directed to the holding area in Room B130. Once students enter the theatre holding area, they are expected to remain there until the processional. ***ONLY STUDENTS WILL BE ADMITTED TO THE HOLDING AREA.***

Students must arrive dressed and ready for the ceremony. Students will not be able to get ready at the ceremony site.

Students are asked to bring only what they plan to have with them during the ceremony. Students will not be able to return to the holding area after graduation. All personal possessions should be left with a parent or guardian. Graduates should not bring purses, bags, cosmetics or other personal possessions. Students are strongly encouraged NOT to bring their cell phones with them during the ceremony. *FHMEC and the Convention Center are not responsible for any items left on the premises.*

Each student is expected to participate and cooperate in all of the instructions of graduation, and will not participate if there is an incident of non-compliance.

**PARENT INFORMATION**

The Convention Center has a busy ceremony schedule the day of graduation. The doors for guest seating will open at 4:30 pm, and the ceremony will start promptly at 5: 00 pm. **The entry to our area will shut down at 4:50 pm so that the graduates can line up for the procession. No one will be able to exit or enter at that time.** Please plan to be seated by 4:50 pm. The doors will not reopen until 5:10 pm. Seating will be available on a first-come, first-serve basis for all guests. There will be ushers to provide assistance if necessary. Handicapped seating is available.

Balloons, air horns and other items that will distract from the dignity of this event will not be permitted inside.

### **PARKING**

There are multiple public parking lots surrounding the area including the Convention Center Parking Lot. Families are responsible for their own parking costs. By following the link below, parking will be reduced to \$5.00 in the designated lots (1-2-3-4) on the map.

<https://parking.columbusconventions.com/Onlinetickets/index.aspx?q=cerD2pv3k9l%3d>

If parents want to avoid the downtown traffic, we will allow parking on the Fort Hayes school parking lot and run a complimentary shuttle to the graduation site every 15 minutes starting at 3:45 p.m.

### **GRADUATION REHEARSAL**

Rehearsal is required for participation in graduation. Rehearsal will be held in the Performing Arts Theater on Tuesday, May 28 at 9am-1pm.

Prior to graduation rehearsal, seniors are expected to turn in textbooks, pay all fines, clean out lockers and take care of any unfinished business by the conclusion of the day before the rehearsal. All obligations must be cleared in order for a senior to participate in graduation rehearsal, graduation ceremony and receive his/her diploma.

Each student is expected to participate and cooperate in all of the instructions of graduation and will not participate if there is an incident of non-compliance.

### **SENIOR FAILURES**

Prior to graduation our counselors will contact the parents of any senior who has failed to complete required coursework and will not graduate. Beginning on May 29, 2018, parents and students can make appointments with a counselor to discuss future plans for graduation.

Thank you, and we look forward to the celebration of your student's accomplishments on May 30th!

--- The Fort Hayes Administration and Staff