

**CUYAHOGA VALLEY CHRISTIAN ACADEMY 2009-2010
SENIOR CHECKLIST**

Dear Parents and Seniors:

The following items approximate the various activities and responsibilities of which you will be a part during your senior year. It is our hope that we can help you to have a profitable last year at CVCA. Please keep this checklist and refer to it during the year so that you do not miss any important deadlines.

- ____1. **YEARBOOK: SENIOR PICTURE.** You are ***REQUIRED*** to have your senior picture taken for the wall composite and yearbook by Woodard Photographic (1-800-589-6411) no later than **October 26**. Woodard will be on CVCA's campus Wednesday, October 21 to take any remaining portraits for the yearbook (composite only). However, we prefer that you schedule your student's appointment with Woodard *prior* to October 21 as they will be able to spend more time during your shoot, resulting in a better yearbook picture. The October 21 date should only be used by those students who were *absolutely* unable to get their picture taken at the studio. **Students photographed on October 21 will need to bring formal business attire (following the attire guidelines distributed previously) as well as a CVCA uniform to wear the remainder of the day.** There is no sitting fee.
- ____2. **SENIOR CLASS GROUP PORTRAIT.** The senior class will have their portrait taken on October 14. Dress is business attire (no jeans, tennis shoes, t-shirts, cargo pants, shorts), modest attire and fit. **Permission slip is attached.**
- ____3. **DIPLOMAS.** Only your formal name is used on the CVCA diploma. This should include any "Jr." or "III," etc. A sheet is attached to the enclosed letter for you to complete and return to Jeanie Micale in the Academic Office by ***Friday, October 2.***
- ____4. **COLLEGE ENTRANCE TESTING.** If you have not already taken your ACT or SAT College Entrance Tests, check with the Guidance Office (330-920-8204) about available dates and testing locations. ***(It is expected that seniors have taken at least one of these tests by Christmas break.)***
- ____5. **COLLEGE APPLICATION/TRANSCRIPTS/RECOMMENDATIONS.** Guidance wants to serve you by processing these needs quickly and accurately, but you must contact them EARLY, providing them with a *stamped, addressed envelope* to the college of your choice. Please allow one to two weeks for completing recommendation forms.
- ____6. **SENIOR RESUME.** ***THIS IS A MUST*** when you are requesting letters of recommendation from Guidance, teachers, or the administration. This should list all your **high school** activities in school, church, work, and community. Be sure to include special honors and/or awards in these areas. Your resume becomes a part of your permanent file. These should be submitted to your English teacher as an English assignment.
- ____7. **FINAL SENIOR TRANSCRIPT.** One ***final*** transcript will be sent to the college of your choice. In May, you will be given a form to tell us which college to send it to.
- ____8. **SENIOR CAPS & GOWNS.** Information regarding caps and gowns and senior graduation announcements will be coming home the week of October 19. Measuring and ordering for caps and gowns will be on **Tuesday, October 27.**
- ____9. **SENIOR ANNOUNCEMENTS.** ***Orders*** will be taken for your graduation announcements (and caps and gowns) on **Tuesday, October 27.** IT IS YOUR RESPONSIBILITY TO GET YOUR ORDERS IN ON THIS DAY! These items must be ordered early from Herff Jones to ensure a timely arrival in the spring.
- ____10. **JUNIOR/SENIOR BANQUET AND AFTER-PARTY.** This is a dress-up affair and is the highlight of the senior year. Please plan on attending. The banquet this year will be held at the Sheraton Suites in Cuyahoga Falls on May 7. The evening will begin with appetizers. The Sheraton Suites has a lovely park (opening in April 2010) for photos. The after-party, which follows the banquet, usually lasts until 2:30 or 3:00 AM. **DO NOT PLAN OTHER PARTIES TO CONFLICT WITH OR FOLLOW THIS EVENT.** This party is planned especially for YOU.

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- _____ 11. **SENIOR BREAKFAST.** The administrators will serve a pancake breakfast to the seniors on Monday, May 24. Please note that the senior breakfast has been moved from Friday, May 21 to Monday, May 24.
- _____ 12. **SENIOR TRIP ATTENDANCE.** All seniors are **REQUIRED** to attend their Senior Trip (May 24-27). Excused absences (for rare purposes only) must be applied for ***in writing to the headmaster at least two weeks in advance.*** Seniors will leave for Atwood Lake after the senior breakfast.
- _____ 13. **COMMENCEMENT. ATTENDANCE AT GRADUATION CEREMONY (June 6, 2010) AND BOTH PRACTICES (June 1 & June 3) IS REQUIRED, NO EXCEPTIONS!** More information will be coming in the spring. Just because you are not in class does not mean that you are "finished" with school. **Please do NOT schedule college orientations, job interviews, work days, etc. during these state-required school days.**
- _____ 14. **SENIOR EXAMS.** Some seniors will be required to take exams. These exams will be given May 19-21.
- _____ 15. **AWARDS ASSEMBLY. Attendance for seniors on May 28 at 8:30 AM is mandatory,** and parents are encouraged to attend. Details will be in your spring letter.

Miscellaneous Items for 2009-2010

Spirit Week, September 28 – October 2—Mrs. Beavers has ordered hot pink t-shirts to be worn on Thursday of Spirit Week. Thursday is also the Powder-puff game for the ladies.

Senior DVD for Jr/Sr Banquet—The Video Media classes will design and produce the Senior DVD for our Jr/Sr Banquet. We would like photos from each senior (1 baby photo, 1 senior portrait, and any additional photos of you and your friends) that you would like to submit for this CVCA tradition. Please limit your photos to four (CD Rom submission preferred). Each senior will receive a copy of the DVD (whether you attend Jr/Sr Banquet or not). Please have your photos to Mr. Rostedt by **October 16, 2009.**

Senior Baby Ads—Information enclosed. Information is also available on the CVCA website. Click on the *Parents* Link and then the *Sr. Yearbook Baby Ads* link. If you would like the yearbook department to forward your baby pictures to Mr. Rostedt for the senior DVD, please make a note to that effect on the order form.

Bonfire—The senior class officers are planning a hayride/bonfire for Friday, October 30, 2009. More information will be emailed regarding this event soon.

Christmas Luncheon—We are planning a Christmas party during the last week of school in December (before Christmas break) in the library. More information to come. (Mom's we will need your help with this).

Tobogganing—We are planning to go tobogganing at the Cleveland Metro Park (Mill Stream) on **January 16, 2010.** More information to come.