

**CUYAHOGA VALLEY CHRISTIAN ACADEMY 2019-20**  
**SENIOR CHECKLIST**

**Dear Parents and Seniors:**

The following checklist represents a partial list of the many and various activities for CVCA seniors. It is our desire to assist you to have a profitable senior year at CVCA. Please keep this checklist handy and refer to it during the year so that you do not miss any important deadlines.

- \_\_\_\_\_1. **DIPLOMA ORDER FORM:** Only your formal name is used on the CVCA diploma. Please order your student's diploma by clicking on the following link [Diploma Order Form](#) or from the "Senior" section of the CVCA website by **Wednesday, October 2**.
  
- \_\_\_\_\_2. **SENIOR CLASS GROUP PORTRAIT.** The senior class will have their portrait taken on **October 16**. **Appropriate dress is professional business attire—no jeans, polos, tennis shoes, t-shirts, cargo pants, shorts; modest attire and fit (see below for appropriate dress guidelines).**  
**Ladies: appropriate SAS dress/skirt length required)**
  - **Christ Community Chapel (CCC) – 750 W. Streetsboro St., Hudson**
    - Students are responsible to find their own transportation to CCC (if this presents a problem, please see Mrs. Kirkwood by October 11.)
    - **Please click [HERE](#) and complete the permission form. Return to Mrs. Micale in the main office or at [jmicale@cvcaroyals.org](mailto:jmicale@cvcaroyals.org) by October 1** (also available in the *Senior Section* of the CVCA website.)
    - Please meet in the Atrium no later than 7:55 a.m.
  - **Activities will include:**
    - Class Picture
    - Class Meeting—Seniors will order their caps & gowns and receive information regarding graduation announcements at this meeting.
  - **No morning or afternoon classes!** Students will be dismissed after the class picture and meeting. Some options for seniors to consider for the afternoon:
    - Work on college applications and/or SAT and ACT test preparations
    - Work on the college research process and/or plan to visit a local college campus
    - Schedule and take your senior composite due on 10/19
  
- \_\_\_\_\_3. **YEARBOOK: SENIOR COMPOSITE PHOTO.** You are **REQUIRED** to have a **FREE** senior picture taken for both the wall composite and yearbook by Prestige Portraits (330-665-5951) **no later than October 19**. This information was presented to all seniors last May during an assembly. This is a professional portrait. **Formal business dress is required.** Examples of appropriate dress can be found on the CVCA website or the senior section of the 2018-19 yearbook. Refer to the Student/Parent Handbook (pp. 29-30) for hair and other student dress requirements.

**Gentlemen:** Well groomed, no earrings, hair length in code. Coat and tie. **No exceptions.**  
**Ladies:** Suit or dress/skirt. **Dress modestly and professionally.**

**Any student missing the October 19 deadline *may* be subject to a late fee and the possibility of his/her senior picture not included in the yearbook.**
  
- \_\_\_\_\_4. **SENIOR CAPS & GOWNS.** Caps and gowns will be ordered during the class meeting on **Wednesday, October 16 (the same day as the senior class group portrait)**. The fee for caps and gowns is included in this year's senior fees—no additional payment needed.
  
- \_\_\_\_\_5. **SENIOR ANNOUNCEMENTS.** **Orders will be taken for your graduation announcements on Wednesday, October 23 during lunch or can be made online at [www.herffjones.com](http://www.herffjones.com). Order forms will be given to students on Wednesday, October 16** at the class meeting. These items must be ordered early from Herff Jones to ensure a timely arrival in the spring.
  
- \_\_\_\_\_6. **Senior Baby Ads—Information attached.** **The final deadline for reserving ad space will be November 2.** Further information and order forms will be available on the CVCA website. Please see previous yearbooks for examples. Please email Mrs. Kirkwood at [jkirkwood@cvcaroyals.org](mailto:jkirkwood@cvcaroyals.org) if you have any questions.
  
- \_\_\_\_\_7. **COLLEGE ENTRANCE TESTING.** **As a graduation requirement, all CVCA seniors must take both the ACT and SAT at least once.** If you have not already taken your ACT and SAT, please see the "ACT and SAT Tests and Prep" link under "My CVCA" on the CVCA website for available dates and testing locations. Mrs. Fridline, the Director of College Placement, is your contact in the Guidance Office.

- \_\_\_ 8. **COLLEGE APPLICATIONS.** Students will apply to colleges using Common App or the application on the college's website. If using Common App, students will create a Common App account at [www.commonapp.org](http://www.commonapp.org). This website includes the list of Common App schools. It is expected that each senior will complete one college application by Thanksgiving, but students are encouraged to complete all applications during the fall.
- \_\_\_ 9. **TRANSCRIPTS/RECOMMENDATION LETTERS.**  
Students will request transcripts and teacher recommendation letters through Naviance. To do this, log into Naviance at [www.naviance.com](http://www.naviance.com). Your email is your CVCA email address and the password was chosen by you (you can reset it if you have forgotten it).  
Please request transcripts and recommendation letters two weeks in advance of deadline. After requesting a letter of recommendation from a teacher through Naviance, please provide the teacher with a copy of your resume.
- \_\_\_ 10. **TEST SCORES.**  
Test scores must be sent to colleges through ACT and SAT. If you did not list your colleges when registering for the test, then you need to request your scores be sent by logging into [www.actstudent.org/scores/send/](http://www.actstudent.org/scores/send/) or [sat.collegeboard.org/scores/send-sat-scores](http://sat.collegeboard.org/scores/send-sat-scores).
- \_\_\_ 11. **SENIOR RESUME.** You must provide a copy of your resume when you are requesting letters of recommendation from Guidance, teachers, or the administration. This should list all of your activities in school, church, work, and the community during your high school years. Be sure to include special honors and/or awards in these areas. Your resume becomes a part of your permanent file. Your resume will be submitted to your English teacher as an English assignment.
- \_\_\_ 12. **FINAL SENIOR TRANSCRIPT.** In May, you will be given a form indicating to which institution we are to send your final transcript.
- \_\_\_ 13. **JUNIOR/SENIOR BANQUET AND AFTER-PARTY.** This is a dress-up affair and is a 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 8**. The after-party, which follows the banquet, will be held at the Tallmadge Recreation Center and usually lasts until 1:00 a.m. PLEASE DO NOT PLAN OTHER PARTIES TO CONFLICT WITH OR FOLLOW THIS EVENT. This party is planned especially for YOU.
- \_\_\_ 14. **AWARDS ASSEMBLY and Sr. Class Meeting May 15.** *Attendance for seniors on May 15 is mandatory.* Details will be in your spring letter.
- \_\_\_ 15. **SENIOR COLLEGE T-SHIRT DAYS:** Seniors may wear their college t-shirts on the last day of classes for Seniors (May 7) and to the Awards Assembly (May 15). An all-class picture will be taken on May 15 wearing their college t-shirts.
- \_\_\_ 16. **COLLEGE & SCHOLARSHIP INFORMATION FORM:** Complete form about college applications and scholarships offered. This will be completed through Bible 12 class. This form is due before the last day of senior classes.
- \_\_\_ 17. **SENIOR EXAMS.** Senior exams are scheduled for **May 11-13** (Refer to the *Student/Parent Handbook*, p. 39, for the senior exemption policy)
- \_\_\_ 18. **SENIOR TRIP ATTENDANCE.** All seniors are **REQUIRED** to attend the Senior Trip (**May 19-21**). All questions regarding senior trip should be directed to Mr. Schofield, Dean of Students. He has exemption forms for those who have unique circumstances which would preclude their attendance. These completed forms must be submitted to Dr. Koons, Headmaster, at least two weeks in advance.
- \_\_\_ 19. **COMMENCEMENT. ATTENDANCE AT GRADUATION PRACTICE (Friday, May 22) AND GRADUATION CEREMONY (Sunday, May 24) IS REQUIRED, NO EXCEPTIONS!** More information will be coming.