

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.

_____ **DIPLOMA and CAP & GOWN ORDER FORM:** Please order your student's diploma and cap and gown by clicking on the following link [Diploma & Cap & Gown Order Form](#) or from the "Senior" section of the CVCA website by **Friday, October 8**. The fee for caps and gowns is included in this year's senior fees - no additional payment needed.

_____ **SENIOR ANNOUNCEMENT ORDERS:** You may use the following link to order graduation announcements - [Herff Jones](#). These items must be ordered early from Herff Jones to ensure a timely arrival in the spring. **PLEASE DO NOT ORDER YOUR CAP AND GOWN FROM THE HERFF JONES WEBSITE.** These are ordered using the link above.

_____ **SENIOR CLASS GROUP PORTRAIT:** The senior class will have their portrait taken on **October 13 at CVCA**. 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)

- **Meet in the Royals Stadium at 9:00 a.m.** If it rains, meet in the gym.
- **Activities will include:**
 - Class Picture
 - Brief Class 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 January 3.

_____ **YEARBOOK: SENIOR COMPOSITE PHOTO:** You are REQUIRED to have a FREE senior picture taken for both the wall composite and yearbook by [Visualizations Photography, Inc.](#) (330-923-3686) **no later than January 3**. This is a professional portrait. You may schedule an appointment online using the link above, however, more dates may be available if you call for an appointment.

- **Formal business dress is required.** Refer to the Student/Parent Handbook (pp. 31-32) 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 January 3 deadline *may* be subject to a late fee and the possibility of his/her senior picture not included in the yearbook.

_____ **SENIOR BABY ADS:** Further information and order forms will be available in the Senior Section of the CVCA website soon. **The final deadline for reserving ad space will be November 12.** Please see previous yearbooks for examples. Email Mrs. Slovisky at sslovisky@cvcaroyals.org if you have any questions.

_____ **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 use the following link - [ACT and SAT Tests and Prep](#) for available dates and testing locations. Mrs. Fridline, the Director of College Placement, is your contact in the Guidance Office.

_____ **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 an account at [Common App](#). 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.

_____ **TRANSCRIPTS/RECOMMENDATION LETTERS:** Students will request transcripts and teacher recommendation letters through Naviance. To do this, log into Naviance [HERE](#). 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 the deadline. After requesting a letter of recommendation from a teacher through Naviance, please provide the teacher with a copy of your resume.

_____ **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 actstudent.org/scores/send/ or sat.collegeboard.org/scores/send-sat-scores.

_____ **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.

_____ **FINAL SENIOR TRANSCRIPT:** In May, you will be given a form indicating to which institution we are to send your final transcript.

_____ **COLLEGE & SCHOLARSHIP INFORMATION FORM:** In the spring, you will be given a form to complete regarding college applications and scholarships offered. This will be completed through Bible 12 class. This form is due before the last day of senior classes.

_____ **JUNIOR/SENIOR BANQUET AND AFTER-PARTY:** This is a dress-up affair and is a highlight of senior year. Please plan on attending. The banquet will be held at the Sheraton Suites in Cuyahoga Falls on **May 14, 2022**. The after-party, which follows the banquet, usually lasts until 1:00 a.m. **DO NOT PLAN OTHER PARTIES TO CONFLICT WITH OR FOLLOW THIS EVENT.** This party is planned especially for YOU.

_____ **SENIOR TRIP ATTENDANCE:** All seniors are **REQUIRED** to attend the Senior Trip on **May 25-27**. 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.

_____ **SENIOR EXAMS:** Senior exams are scheduled for **May 16-17** (Refer to the *Student/Parent Handbook*, p.41, for the senior exemption policy).

_____ **COMMENCEMENT: Attendance at Graduation Practice (TBD) and the Graduation Ceremony (Sunday, May 29) are required. No exceptions!** More information will be provided.