

2023-2024 SENIOR CHECKLIST

Dear Parents and Seniors:

The following checklist represents a partial list of the many and various activities for CVCA seniors. We desire to assist you in having a profitable senior year. Please keep this checklist handy and refer to it during the year so you don't miss any important deadlines.

_____ **DIPLOMA and CAP & GOWN ORDER FORM:** Please order your student's diploma and cap and gown by using this link: [DIPLOMA and CAP & GOWN ORDER FORM](#) or from the [Senior Page](#) of the CVCA website by **Friday, October 6**. The fee for caps and gowns is included in this year's senior fees – no additional payment is needed.

_____ **SENIOR MEETING & GROUP PORTRAIT: Thursday, October 12 at CVCA. No morning or afternoon classes!** Meet in the Rasnick Center at 9:00 a.m.. Please use the Rasnick Center Doors.

Activities will include:

- A light breakfast will be served with a brief class meeting, including a representative from Herff Jones to go over all they have to offer.
- Class Picture – see details below.
- Composite Photo – Visualizations will be available after the group photo to take composite photos! Save some time and get your photo done today! See below for more details.
- **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.

_____ **SENIOR CLASS GROUP PORTRAIT:** The senior class will have their portrait taken on **October 12** at the senior meeting. **Formal business dress is required.** Refer to the Student/Parent Handbook (pp. 25-26) for hair and 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.

_____ **SENIOR ANNOUNCEMENT ORDERS:** The Herff Jones rep will pass out packets at the Senior Meeting or use the link *coming soon* to the "Senior" page of the CVCA website. 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.**

_____ **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 December 31**. This is a professional portrait. If you don't get your photo taken at the class meeting, you may schedule an appointment online using the link above. More dates may be available if you call for an appointment.

- **Formal business dress is required.** Refer to the Student/Parent Handbook (pp. 25-26) for hair and 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 December 31 deadline** may be subject to a late fee and the possibility of his/her senior picture not being included in the yearbook.

_____ **SENIOR BABY ADS:** [Click this link to order a baby ad for your senior](#). Further information and order forms will be available on the Senior page of the CVCA website soon. **The final deadline for reserving ad space is Monday, November 27, 2023.** Please see previous yearbooks for examples. Email a student Yearbook representative at babyads@cvcroyals.org if you have any questions regarding your ad.

_____ **COLLEGE ENTRANCE TESTING:** **As a graduation requirement, all CVCA seniors must take the ACT or the SAT at least once.** If you have not taken your ACT and/or the SAT, please use the following link – [ACT and SAT Test Dates](#) – for available dates and testing locations. Mrs. Fridline at sfridline@cvcroyals.org, the Director of College Counseling, is your contact in the CVCA College Counseling Office.

_____ **COLLEGE APPLICATIONS:** Students will apply to colleges using the 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. Each senior is expected to complete one college application by November 1, 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 you chose (you can reset it if you have forgotten it).

Please request transcripts and recommendation letters two weeks in advance of the deadline. For transcripts, please speak to Mrs. Fridline in person. For letters of recommendation, speak with the teacher in person, then request the letter of recommendation through Naviance and provide the teacher with a copy of your resume and a thank you note.

_____ **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, you need to request that your scores be sent by logging into [Send ACT Test Scores](#) or [Send SAT Scores to Colleges](#). Some colleges are test-optional, so it is the student's responsibility to know whether test scores need to be sent.

_____ **SENIOR RESUME:** Your resume will be submitted to your senior English teacher as an English assignment in the fall. You must provide a copy of your resume when requesting letters of recommendation from College Counseling, teachers, or the Administration. The resume should list all of your activities in school, church, work, and the community during high school. Be sure to include special honors and/or awards in these areas. Your resume becomes a part of your permanent file.

_____ **FINAL SENIOR TRANSCRIPT:** In May, you will receive 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 your Apologetics class. This form is due before the last day of senior classes.

_____ **JUNIOR/SENIOR PROM:** This is a dress-up affair and a highlight of senior year. Please plan to attend. The banquet is scheduled for **May 4, 2024**. More information to come!

_____ **SENIOR TRIP:** All seniors are **REQUIRED** to attend the Senior Trip on May 21-23, 2024. All questions regarding Senior Trip should be directed to Mr. Schofield, Dean of Students. He has exemption forms for those with unique circumstances which would preclude their attendance. These completed forms must be submitted to the office at least two weeks in advance.

_____ **SENIOR EXAMS:** Senior exams are scheduled for **May 13-14** (Refer to the *Student/Parent Handbook*, p.33, for the senior exemption policy).

_____ **COMMENCEMENT:** Attendance at Graduation Practice on Friday, May 24 and the Graduation Ceremony on Sunday, May 26 are required. No exceptions! The rehearsal and ceremony will be held at EJ Thomas Performing Arts Hall in Akron.