

IMPORTANT INFORMATION FOR SENIORS

CALENDAR ITEMS—Attendance is REQUIRED at events listed below:

31 August	Senior Parent Meeting---1600 Information Center
26 April	Senior Parent Meeting—1600 Information Center
15 May	External grades/transcripts & final transcript requests due to Guidance
31 May	Senior exams begin
05 June	Locker clean-out & Final Clearance
	Senior Awards Assembly—1400 Alliance Auditorium
06 June	Senior Breakfast & Graduation Rehearsal
07 June	Graduation—1830 Speakers / 1900 All other seniors / 1930 Ceremony

15 MAY DEADLINE -- FINAL TRANSCRIPT REQUESTS & EXTERNAL CREDIT

Final Transcript Requests

- This is the **LAST DAY** Requests for Final Transcripts will be accepted prior to Graduation. Please submit signed forms with accurate mailing addresses.
- Even if you've been accepted to a college/university, you still need to request that a FINAL transcript be sent.
- Final transcripts also need to be sent to the NCAA Clearinghouse if you intend to participate in collegiate athletics.

External Credit

If you are taking courses from any school outside of SAHS, your final grade reports must be submitted to Ms. Yamamoto no later than **15 May 2012**. These include:

- BYU courses—Allow a **minimum of 5 weeks** from exam request date to posting of final grade
- Courses taken at the Greek, Norwegian, Polish, or Turkish Sections
- Any other (non-DoDEA) distance learning or correspondence courses
- The **student** is responsible for self-monitoring and completion of external courses.

GRADUATION PACKET

You will receive a packet immediately following the graduation ceremony. This packet will include the following documents:

1. Your diploma
2. An unsealed copy of your final transcript for your records.
3. A sealed copy of your final transcript. Do not open this copy—If you open it, it becomes unofficial and you will have to request another one in writing that could take up to 10 days for processing.
Please note—No documents will be processed the day after graduation.
4. If previously requested, a certification letter for international students.

INTERNATIONAL STUDENTS--REQUESTING AN APOSTILLE

If the student has reached his/her 18th birthday the student must send a letter requesting an Apostille.

The letter must be signed by the student and must include the following information:

1. Full name
2. Date of birth
3. SSN (does not apply to foreign students)
4. Name of the school attended and year graduated or last date attended
5. Name of school he/she plans to attend and country
6. Daytime phone number
7. E-mail address
8. Complete mailing address (must have physical address not PO Box)
9. Signature (if under the age of 18 a parent signature is required)

Provide a final transcript reflecting date of graduation and a copy of the diploma issued to student.

The letter plus copies of the transcript and diploma need to be e-mailed to Ms. Linda Hobby at linda.hobby@am.dodea.edu

As a general rule, it takes a minimum of **4 weeks** from start to finish.