

Portage High School – Class of 2018

Caps and Gowns

Jostens has delivered all caps, gowns, and graduation items. If you have not picked up your items, please do so at the PHS Bookstore. **A cap and gown is required to participate in the ceremony.** Students who have not yet ordered need to do so ASAP at 1-800-JOSTENS or online at www.jostens.com. If you have questions about your order, please contact Jostens at 1-800-JOSTENS as soon as possible.

For the graduation ceremony, boys should wear a collared dress shirt with dress slacks. Ties are optional. Girls should wear a dress or blouse with skirt or dress slacks. Girls will be wearing white gowns, which look best over light-colored clothing. All graduates should wear dress shoes; wedge-type shoes or flats work best on the turf. No gym shoes or flip-flops please.

Honors Stoles

If you have earned an Academic or Technical Honors diploma, you may pick up your stole in the bookstore during lunches or between 2:35 and 3:00 every weekday beginning May 21.

Commencement Practice

There will not be a commencement practice for all seniors. Row leaders have been selected and they will lead their classmates through the ceremony.

Commencement Ceremony

Commencement ceremony for the class of 2018 will be held on **Sunday, June 3 at 6:00 pm** in the football stadium. Students should report to the main Auditorium and be **in their assigned seats** by 5:00 p.m. Only students are allowed in the building. All visitors should report directly to the football stadium. Stadium seating will open at 4:30 p.m. Tickets are NOT required for the outdoor ceremony.

In Case of Inclement Weather

In the event of inclement weather, the ceremony will be held in the main gymnasium. All guests will need a ticket for admission to the building, **regardless of age**. Because of limited space, each graduate will be issued four (4) tickets – **no exceptions**. There is no unticketed viewing available. Ticketed gymnasium seating will open at 4:30 p.m. and is first-come, first-seated. No admittance after 5:45 p.m. Please note that the gymnasium is **NOT AIR-CONDITIONED**. Tickets are only required IF we have to move the ceremony indoors.

Students may pick up tickets in the main office between 2:35 and 3:15 beginning May 21. **Students must be passing required courses and show a picture ID and sign for tickets.** Please keep tickets in a safe place. **No replacements will be issued.**

Handicap Parking and Seating

Handicap parking is available in the parking lot. Handicap seating is available on a first-come, first-seated basis. No special tickets are necessary.

Diplomas

You will be handed a diploma cover during the ceremony. Immediately following the ceremony, you will pick up your diploma in the field house. To avoid congestion inside, please plan to meet your guests outside the field house after you receive your diploma.

Debts

Book rental and any debts should be paid in full before 12:00 noon on Friday, June 1. Balances are now available in the bookstore. If you do not return all books and materials before June 4, additional charges will be added to your account. Unpaid balances will be turned over to collections. You may reach Mrs. Cherry at 764-6060 or Mrs. Springman at 764-6059 if you have any questions about your account.

Final Transcripts

You will need to request that your final transcripts be sent to your college. **THIS IS NOT DONE AUTOMATICALLY AND WILL NOT BE DONE AT THE REQUEST OF A COLLEGE – YOU MUST REQUEST IT!** The Registrar has limited summer hours, so please allow plenty of time for processing. Placing your request online is the easiest way to send your transcripts. It's free until July 31 and you can submit your request now, even before graduation. Be sure to choose the "Hold for Grades" option. The Registrar will hold your request until your final transcript is ready. After July 31, there is a charge for all graduate transcripts. You can find more information on the Portage High School Guidance webpage at http://phs.portage.k12.in.us/guidance/transcript_information.

You must request dual credit transcripts be sent **by the college that issued the credits**. Forms are available in the Guidance office.

Graduation Pictures

GradImages™

Customer Service Phone: 1-800-261-2576

Customer Service Email: service@gradimages.com

Website: www.gradimages.com

- A professional photographer from GradImages™ will be at the ceremony to take a photograph of you as you receive your diploma.
- Visit the website www.gradimages.com and click on **Pre-Event Registration**. Enter your email and up to 6 emails of loved ones who would like to view and order your photos.
- Get \$5 off orders of \$25 or more just by registering your information online **BEFORE** your event.
- Questions may be emailed to service@gradimages.com.
- After the ceremony you may order online at www.gradimages.com or call 1-800-261-2576.
- Since professional photographs will be available, family members and guests are asked to remain in their seats, relax and enjoy the ceremony. Guests will not be permitted on the gymnasium or stadium floor.