

Class of 2024 Graduation Checklist



To receive your graduation packet which includes your graduation tickets, the following must be completed prior to **May 3**. Failure to do so will result in a delay of your tickets being distributed to you.

Graduation Checklist:

- ✓ **Textbook Return**
 - **April 24-30: Through your ELA class or Before/After School in Media Center**
 - **May 1 - 10: Bookkeeper's office (1-109)**
- ✓ **Has met all graduation requirements**
 - **If not, contact your counselor.**
- ✓ **Makeup hours**
 - **Amy Bassinger@scps.k12.fl.us**
- ✓ **Final Transcript Request**
 - **<https://bit.ly/2024FinalTranscript>**
- ✓ **Senior Exit Survey**
 - **Check your CLEVER**
 - **Bit.ly/24EXIT**
- ✓ **Grad Reader Card**
 - **<https://bit.ly/GRADREADER24>**
- ✓ **Cap and Gown Unit**
 - **Herff Jones Office**
 - **Address: 6416 Old Winter Garden Road, Orlando, FL**
 - **Approval from Ms. Dopson to use someone else's gown.**
- ✓ **Debt List** (includes SCPS laptop/devices)
 - **Debt must be cleared through the bookkeeper.**
 - **Mcphersa@scps.k12.fl.us** (Room 1-109)
- ✓ **Graduation Cap Design (optional)**
 - **<https://bit.ly/24CAPDESIGN>**
 - **Due: Friday, May 17th (3pm)**