

GRADUATION CHECKLIST 2020

❑ COLLEGE ADMISSIONS DECISIONS

Let Erin know **ALL** of the admissions decisions you received from colleges.

❑ FINAL OUTSIDE CREDITS

If you are taking a class outside CHS for credit, all paperwork to receive credit needs to be turned in to Erin by **graduation** or it will not appear on your final transcript. Talk to Erin about what proof/forms you need.

❑ REQUEST FINAL TRANSCRIPTS

Use Parchment to order your final transcript sent to the college you'll be attending. You can order it any time between now and graduation - make sure you select "Hold for Grades.". **If you order it after graduation, you will be charged a fee by Parchment.**

If you took a college class during your time at CHS, you will need to request your transcript be sent from that college to the college you will be attending.

Make sure you sent Erin your "Final Report" from the Common Application - you may have done this when you sent me your Secondary School Report form.

❑ SEND AP SCORES

If you are taking an AP exam this May, order your scores sent to your college. Remember - if you have taken multiple exams, you cannot choose to send only one score. Colleges receive all your scores or none.

❑ ORDER GRADUATION INVITES

If you wish to get graduation invites through CHS, send email Erin how many you need. The first 10 are free, and each invitation after that is \$1.00. NOTE: these invitations are NOT specific to each graduate. If you want ones with just your name on them, you will need to order them yourself from an outside company.

❑ RSVP TO GRADUATION

Let Erin know how many people you are planning to bring to graduation so we can make sure we have enough seats. Include if any of them need handicap accommodations.