Dear Class of 2020:

The end of the year is upon us and it is very important that you read this email for important information about graduation.

1. Make sure you are *checking IC and passing the needed classes to graduate*. If you have other tasks such as correspondence classes like American School, Credit recovery and STEP, it is important that you have those completed for graduation. **Finish strong Grizzlies!**

2. All seniors are required to complete the **graduation survey** through NAVIANCE. Log in to NAVIANCE using **clever** from the Mesa Ridge website (use district Gmail and password).

> Once logged in:
>
> - Go to "about me" tab
> - Select "my surveys"
> - Select "surveys not started"
> - Choose "graduation survey"

BE SPECIFIC ABOUT PLANS. FOR EXAMPLE, PLEASE NOTE THE COLLEGE OR POST SECONDARY PLAN SUCH AS WORKFORCE, BRANCH OF MILITARY, ETC.

If you do not complete this survey, you will not have accurate information on senior recognition platforms such as senior videos, senior awards, etc.

- Students will be placed on conditions if this step is not completed and the diploma will be withheld until the condition is lifted.

3. **Senior pictures to be uploaded for virtual graduation ceremony**.

Please follow directions carefully.

- **Cap and Gown will be distributed on May 8th.**
- Once you receive your cap and gown, please take the following pictures in *landscape orientation* for upload. **PLEASE UPLOAD AS SOON AS POSSIBLE BUT THE LATEST IT WILL BE ACCEPTED IS MAY 22ND.**
  - **Picture #1** - Graduate in cap and gown wearing their cords/sashes (cap and gown must remain in traditional form - no decorations of cap and/or gown) - Background must be school appropriate (Shown during the laying of Pomp and Circumstance - Graduates enter)
  - **Picture #2** - Graduate and family - family member(s) handing student his/her diploma - Waist up picture - 2 people plus the graduate (total of 3 in the picture) - Background must be school appropriate (Shown during reading of graduates names receiving their diploma)
  - **Picture #3** - Graduate celebrating getting their diploma - Background and celebration activities must be school appropriate (Shown during the recession of graduates when they exit)
  - **Picture #4** - Senior memory picture - appropriate picture shared from their senior year memory or experience (**Optional**)
  - **Picture #5 -** Senior memory picture - appropriate picture shared from their senior year memory or experience (**Optional**)

TWO WAYS TO UPLOAD PICTURES:

- Once photos are taken, *if* you have the ability, please label the pictures in this manner:

  o You will label your pictures in the following manner. All pictures need your student's name. Please type into your upload LAST NAME, FIRST NAME (**ALL CAPITAL LETTERS**) for each picture followed by the details of the picture. The format is as follows:

  o **Picture #1: LAST NAME, FIRST NAME, CAP**
    (Example: SAGE,SCOTT_CAP)

  o **Picture #2: LAST NAME, FIRST NAME, DIPLOMA**
    (Example: SAGE,SCOTT_DIPLOMA)

  o **Picture #3: LAST NAME, FIRST NAME, CELEBRATE**
    (Example: SAGE,SCOTT_CELEBRATION)

  o **Picture #4 and #5 are "optional". If you have memories/experiences to share from senior year upload them to the same dropbox.**

- If you are having difficulty labeling or renaming photos, DON'T WORRY, there is another way to upload photos.

  o Make sure you are logged onto your google account through school email.
  o Select the link provided below.
  o Upload pictures directly from device.
  o You won't need to label the picture, because your name will be tagged on the photo from your school account.

- *SPECIFICS FOR DROPBOX UPLOAD:*

  o You will open the link below for the photos requested, you will select **"choose from computer"**. YOU DON'T NEED A COMPUTER FOR THE UPLOAD. Select that button and upload from your photo library or desktop on your phone, ipad or computer. You should be able to upload multiple pictures by selecting **"+ Add more files"** and selecting the photos needed for the graduation video.
  o Please know these photos will only be used by those creating the graduation video.
  o IF YOU HAVE ANY PROBLEMS, CONTACT Ms. Shea at shear@wsd3.org. She can assist you in submitting the picture through email.
  o The dropbox is the preferred method. Only contact if you cannot access or have difficulty with your upload.

DROPBOX LINK TO UPLOAD PHOTOS:

https://www.dropbox.com/request/86JyEd7USXoyJB4dpNvi