

Allen East Local Schools

9105 Harding Highway
Harrod, Ohio 45850
Phone (419) 648-3333
Fax (419) 648-5282
www.alleneastschools.org



Mel Rentschler, Superintendent
Andrea Snyder, Treasurer/CFO
Tiffini Flugga, Elementary Principal
Nikki Rettig, Middle School Principal
Jeff Amspoker, High School Principal
Allan King Jr. Athletic Director

February 23, 2024

Class of 2024:

- **Prom** is Saturday, April 27 from 8:00-11:00 pm at 19 Hawthorne. There will be a Promenade before prom outside of 19 Hawthorne from 6:00-8:00 for family and friends to take photos. Family members must stay outside. Post prom will follow at the YMCA from 11:00 pm to 1:00 am. Tickets are \$50 in March and April. Tickets must be purchased no later than April 25. This year's ticket cost includes a catered meal from Milano's from 7:00-8:00 at 19 Hawthorne. If you've submitted a signed copy of your rules and do not owe school fees, you've been emailed a ticket purchasing link and code.
- **Academic Awards Night** is Monday, May 6 beginning at 6:30 pm in the Commons for refreshments. The presentation will begin at 7:00 pm in the gym.
 - We will recognize students in grades 9-12 who have had above a 3.5 GPA for **each of the first three grading periods** with their Academic Letters and seniors receiving post-secondary scholarship awards.
 - Seniors who have received scholarships outside of local Allen East scholarships, including their institution's scholarships, that they would like to recognize need to tell Mrs. Miller before Monday, April 29. If we are not told of these, they cannot be recognized!
 - THIS EVENT IS NOT MANDATORY AND INVITATIONS WILL BE MAILED TO AWARD WINNERS BEING RECOGNIZED.
- The **OMJ Career Fair** will be on May 7, 2024 for seniors at AE that are passing all their classes.
- The **OMJ Career Fair** for Apollo students will be May 7, 2024 on a sign-up basis.
- **Senior exams** for seniors at AE are on May 20-21, 2024.
- **Senior Sunset** is May 23rd from 6:00 pm until 9:00 pm. Please meet on the football field.
- **Senior Showcase for Senior Seminar** is May 22.
- **Field Day** is the morning of May 23 and the **Academic Lottery** is the afternoon of May 23.
- **Senior Breakfast** will be Friday, May 24 at 8:30 am.
- **Graduation practice** will follow Senior Breakfast on Friday, May 24 at 9:15 am. All seniors are required to be at practice, on time. If you miss practice, you **CANNOT** participate in Sunday's graduation ceremony. Graduation practice is closed to outside guests. No family or friends can attend.
 - Prior to leaving school after graduation practice, seniors must have all of the following obligations taken care of:
 - Fees must be paid in full; including Apollo, band, choir, etc.
 - Any lost books must be paid for in full.

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- School lockers must be cleaned out.
- Incompletes have to be complete.
- Detentions must all be served.
 - If seniors owe any fees or any of the above OR have not met the Class of 2023 and Beyond Graduation Requirements, **they will not receive their diploma or walk in the ceremony.** Summer 2024 graduates can schedule a meeting with the high school office to pick up their diploma following completion of requirements.
- **Senior walk-through** will follow graduation practice on May 24. Bring your cap and gown! We will walk through the elementary, middle, and high school hallway to celebrate your success!
 - This is a good time to make sure you have your cap and gown ready for Sunday. It should be out of the packaging and steamed to be wrinkle-free.
- **Graduation** is Sunday, May 26 at 2:00 pm in the main gym. Seniors must be here by 1:00 pm in the auxiliary gym; make sure to be dressed professionally and have your cap, tassel, and gown ready. Professional dress means **no shorts, no jeans, shoes must be clean, a gown is not to have accessories.** Caps can still be decorated as long as it's not distracting or offensive. If seniors are not following the dress code, participation in the ceremony can be denied. The chairs on the gym floor are reserved for graduating seniors, teachers, and two parents/guardians of each senior's family. Other family members and friends can be accommodated in the bleacher seating. There is no limit in attendance for graduation guests and no tickets are necessary. After the ceremony, you must report to the auxiliary gym to get your actual diploma before taking pictures.
 - If you have a family member attending in a wheelchair, please notify Mrs. Miller the morning of graduation practice and we will reserve a seat close to the stage in the front row of the bleachers for their convenience.
 - There are no limits or tickets for graduation. Doors will open at 1:00 for family and friends.
- **Transcripts** must be requested online through Parchment.
 - To request a transcript, go to the Allen East website and scroll down to the word "Transcripts" with the graduation cap.
 - Create a user account and then type in "where" you want to send a copy. This can be a higher education institution's name, an email address for the college's admissions department, or even your own personal email. There is no charge to request a high school transcript.

Contact Mr. Amspoker or Mrs. Miller with any questions!

Sincerely,

Mr. Amspoker
High School Principal
amspokerj@alleneastschools.org

Mrs. Miller
High School Counselor
millers@alleneastschools.org