



TIMBER CREEK HIGH SCHOOL

Keller Independent School District

April 3, 2025

Dear Parents of a 2025 Senior:

What an amazing 2024-2025 school year it has been! It is hard to believe how quickly it has flown by. Graduation will be here soon. On behalf of Timber Creek High School, I would like to congratulate you and your senior student on their impending graduation. As we approach yet another successful end of year and graduation, we would like to give you a schedule of upcoming senior events and expectations.

Graduation from high school is a ceremony that comes only once in a person's lifetime. We attempt to make it a memorable experience for the graduates of Timber Creek High School. As we approach graduation, please review the included events and expectations. We ask you to help us impress upon your senior the dignity, honor, and importance of this celebration.

Enclosed is a copy of the Graduation Agenda for the Seniors of 2025. This will help and inform you of the duties and responsibilities for the graduating class of 2025. We ask that your son/daughter make no commitments that would interfere with this schedule. However, this letter is not a guarantee that they will graduate, but to inform students and parents of important dates and events.

In order to graduate and to participate in the graduation ceremonies, all debts and obligations must be cleared. Also, make up attendance hours must be completed for credit purposes, along with meeting graduation and state test requirements.

During my year at "The Creek", I have been so impressed with our Senior students and how they consistently have maintained high standards and expectations by demonstrating dignity, pride, and respect in their academics and extracurricular activities. Thank you for allowing us the opportunity to be a part of their lives and education. Our Falcons have chosen to honor and protect traditions in a manner that makes our school and the community extremely proud of them and their efforts.

If we can be of any assistance to help make graduation a success for you, please feel free to call us at 817-744-2300.

Sincerely,

HR Lugo
Principal
Timber Creek High School



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AGENDA REMINDERS FOR SENIORS of 2025

We hope the following reminders will help guide you through the closing days of your Senior year.

CAPS AND GOWNS: Caps and gowns will be available for students to pick up on Tuesday, April 15th in the cafeteria during lunch time. If there are any questions and/or concerns about cap/gowns, students will need to contact Balfour at 800-225-3687. Students are required to wear their caps and gowns at the commencement exercise. We understand that TCHS has a standing tradition of students decorating the tops of their caps. If students choose this option, please understand that there is a process and form for approval that is required. All caps must be approved by Campus Administration prior to the commencement exercise. Only approved apparel by administration may be worn with caps and gowns. For cap approval, please submit using the provided link [Senior 2025 Cap Approval](#). Students must adhere to all aspects of the school dress code. The dress code will be strictly enforced, so please remind your student that he/she will not be permitted to participate in the commencement exercise if proper attire is not worn under the gown. For best results, gowns should be removed from the package and pressed with a cool iron.

SENIOR FINAL TRANSCRIPTS: Final Transcripts must be requested through www.kellerisd.net and are processed electronically. NO email, phone or in-person requests will be accepted. Official transcripts must be sent directly to the college from Timber Creek High School. If your senior will be playing a sport in college, they will need to request an additional official transcript be sent to the NCAA/NAIA. Students can begin requesting final transcripts Monday, May 12th. However, the transcript will not be processed until MID-JUNE when KISD releases them. All final transcripts MUST be requested by Friday, May 30th. Transcripts requested after May 30th, WILL NOT be processed until after summer break

SENIOR AWARDS CEREMONY: Seniors will be honored at an awards ceremony on Tuesday, May 13th in the FAC at 6:00 pm. In order to celebrate with us, TCHS will recognize and inform all seniors and their parents if they will be receiving an award/scholarship so that all participants will be formally invited. If your Senior has received any scholarships, please be sure to complete the following [Senior 2025 Scholarship Form](#)

PROM: The Senior Prom will be held on Saturday, May 17th at the River Ranch in Fort Worth at the Stockyards located at 500 NE 23rd St, Ft. Worth TX 76164 from 7:00 – 11:00 pm. We encourage students to arrive by 7:00 pm to enjoy the entertainment. Dinner will be served promptly at 8:00 pm. For the convenience of students and parents, ALL Prom tickets are currently for sale on the WEBSTORE until Friday, May 2nd at the cost of \$150. Guest forms for students that are not enrolled at TCHS must be completed and returned by Friday, April 25 to the Assistant Principal's office. These forms can be picked up at the main desk of North and South offices. See the WEBSTORE if students would like the opportunity to reserve a table of 10 guests. Seniors who owe any amount of fines or that have more than 10 seat time hours will not be able to attend prom, unless these items are cleared.



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SENIOR PICNIC: Continuing a new tradition this year will be a Senior Picnic. A Senior Picnic will be held on Tuesday, May 20th, at Austin Ranch in Grapevine, TX from 9:00 am – 3:00 pm. Again, for the convenience of all students and parents, picnic tickets will be on sale online Monday, March 24th – Friday, May 16th for the low cost of \$20 on the WEBSTORE. This price includes a senior T-shirt, meal, activities and transportation. All students will be transported to and from the picnic by district transportation. Students may not drive their own vehicle. Senior students will report to the cafeteria of TCHS on Tuesday, May 20th between 7:45 am - 8:30 am for bussing assignments. We understand that this Tuesday is an exam day for periods 1 and 8. If your senior is not exempt from their 1st or 8th period exam and scheduled to take an exam, TCHS teachers have agreed to work with them on a plan in order to take the test. Please have your senior visit with their 1st or 8th period teacher.

SENIOR SURFACE BOOK COLLECTION: Seniors must turn in their SURFACE BOOK through their English classes on Monday, May 12th or Tuesday, May 13th. If a senior is needing to utilize the surface book after this date for assignments, they may keep it. However, the next date to turn in the surface book will be Thursday, May 22nd at the mandatory graduation rehearsal. We will have a table set up for collection on this date.

SENIOR FINAL EXAMS: Seniors who meet exemption criteria may be exempt from their final exams. Seniors must still be present for the class in order to be exempt; an absence will result in a 0 on the final exam. Criteria: a student who has a grade average of 85 or higher in the class and has not received any form of ISS, OSS, Choices or DAEP discipline placement may be eligible for exemption.

- Senior final exam schedule:

Tuesday, May 20th – Period 1 and 8 Exam

Wednesday, May 21st – Early Release Day – ODD Day Exams – Periods 3, 5, 7

Thursday, May 22nd – Early Release Day – EVEN Day Exams – Periods 2, 4, 6

FINAL SENIOR PARENT MESSAGE: A new tradition for our graduating Falcons is the opportunity for Parents to purchase a White Rose and/or Chocolate Bar with your final inspirational words of encouragement, excitement or love for your graduate as you recognize their accomplishments! These can be purchased thru the webstore from April 1st - May 2nd. [Purchase Senior 2025 Rose / Chocolates Link](#)

PANORAMIC PICTURE & GRADUATION REHEARSAL & SENIOR SUNSET EVENT: The Senior Panoramic picture will be taken at 4:00 pm in the main gym on Thursday, May 22nd. The attire for the panoramic picture will be cap and gown. Immediately following the picture, Seniors will have a **mandatory** graduation rehearsal in the cafeteria of TCHS. The time of rehearsal is approximately 5:00 pm and is coordinated with a fun, free and exciting senior sunset event immediately following **mandatory** graduation rehearsal on Thursday, May 22nd. Food, fun, games, fellowship, music, etc will be on the football field immediately after rehearsal. Attendance at rehearsal is **required** if students are to participate in the graduation ceremony. For planning purposes, *if your Senior is not participating in the graduation ceremony, please have them email me and/or their counselor no later than Friday, May 16th.*



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GRADUATION: Graduation will be on Saturday, May 24th at 8:00 pm. The ceremony will be held at Dickies Arena located at 1911 Montgomery St. Ft. Worth, TX 76107. The ceremony is open to all parents and families with open seating and no tickets or cost. However, Dickies Arena will be charging \$20 for parking. If possible, we are encouraging to carpool. Seniors will need to report to Dickies Arena no later than 6:30 pm. Seniors, along with faculty will enter the Arena from the Southeast side doors. Doors for family and guests will open up at 7:00 pm.

In order for your senior's name to be called correctly during the graduation ceremony, we ask that you and your senior please complete the following form. This will help our announcer prior to the actual day of graduation.

[Name Pronunciation Form 2025](#)

We are excited to announce that we are celebrating our diversity at our Graduation Ceremony at Dickies Arena. It will be displayed on the video boards throughout the stadium prior to the ceremony. Please complete this [Flag Application](#) if you would like to include a specific country's flag in our Graduation Ceremony that has significance for your family by April 17, 2025. We look forward to continuing this new tradition with the Class of 2025.

GRADUATION REMINDERS

- Send your announcements to people (with your personal card enclosed) whom you wish to inform of your graduation.

* Required Graduation Rehearsal: Thursday, May 22nd at 4:00 pm in the cafeteria of TCHS.

- Return all KISD property. All library books, MacBooks, Textbooks and Athletic equipment must be turned in and/or paid for along with any other office debts being cleared before your senior will be allowed to participate in Graduation.

* All Attendance Makeup Hours must be completed prior to Graduation as communicated by your senior students Assistant Principal.

- Graduation Etiquette: Wear your tassel over your RIGHT eye. The boys should remove their caps simultaneously when the "National Anthem" is played, replacing them afterwards. Girls should not remove their caps at any time during the exercise. Only approved TCHS regalia and cords as well as approved decorated caps will be allowed.

* For the convenience of all TCHS students and families, the graduation ceremony will be professionally recorded. The video contains multiple camera edits including close ups of every student walking the stage, a dedicated audio feed from the sound desk and multiple chapter points including A-Z by last name. Please see the link below for information on pre-ordering the Graduation Video.



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[Pre Order 2025 Graduation Video](#)

- No cell phones, backpacks, bags, or purses will be allowed on to the Arena floor during the ceremony. Students will be asked to return these items back to their vehicles prior to entering the doors at Dickies Arena. We will have a holding place for these items if brought in.

SENIOR PACKET/DIPLOMA PICK-UP: Graduates will receive their diploma along with a senior packet just after they walk across the stage at the Counselors table which will be set up in the back of the Arena prior to students returning to their seat. Items such as diploma, unofficial transcripts, awards, scholarship info, 2 graduation programs, etc are the contents of the senior packet.

OF EXTREME IMPORTANCE: Graduation is an important event and we ask out of respect for all students and their guests in attendance that noise makers such as cow bells and air horns be left at home so all can enjoy the name of their graduate being announced as they walk across the stage.

PLEASE VISIT OUR [SENIOR 2025 PAGE](#) FOR ANY AND ALL INFORMATION REGARDING DATES, TIMES, COST, REMINDERS, ETC AS WE WILL UPDATE PERIODICALLY TO HELP EASE THE WORRY DURING THESE LAST FEW WEEKS