

# FINAL INSTRUCTIONS FOR SENIORS – JUNE 2025

1. **All seniors must return their devices and complete the 2025 Senior Survey in order to receive their cap, gown, and diploma.** Final transcript requests must also be submitted through the 2025 Senior Survey, which is available in Scoir.
2. Any senior who does not wish to participate in the commencement ceremony, must submit a note to Administration from the parent/guardian, indicating that the parent/guardian is aware that the senior is not participating in the commencement ceremony.
3. **Announcements and Tickets:**
  - a. Commencement will take place on **Wednesday, June 18, 2025, at 5:30 pm**, on the Front Lawn of the PHS Campus. We will be closely following the hourly forecast on June 17th and may adjust the start time for the ceremony as early as 4:30 pm or as late as 6:30 pm in order to hold the graduation on the front lawn. In case of steady rain, the ceremony will be held in the Tiger Gymnasium at 5:30 pm. Any changes or updates will be communicated by 12:30 pm on graduation day.
  - b. Prior to graduation, each senior will receive four (4) entrance wristbands, which will be used for outdoor lawn seating. In the case of inclement weather, the ceremony will be held in the Tiger Gymnasium. The two (**only two**) *blue* wristbands will be the “ticket” for gymnasium seating. The two *white* wristbands will be the “ticket” for auditorium seating, where there will be a large-screen simulcast of the ceremony. We are sorry, we can not provide extra tickets.
  - c. A limited number of extra announcements will be available at \$2.00 each. Please see Ms. Musachio in the Main Office.
4. **Caps and Gowns:**
  - a. Prepaid caps and gowns can be picked up on **June 12th, 16th, and 17th** at the front flagpole from **2:00 to 3:00 PM**. Students who haven't paid must do so at pickup. No need to return the caps and gowns to PHS.
  - b. **At graduation you will be given your diploma cover. You will need to pick up your diploma from the picnic-table on the side of the building immediately following graduation.**
  - c. Caps and gowns are to be worn at commencement. Appropriate clothing must be worn underneath the cap and gown.
  - d. Caps should be placed well down on the forehead, then pulled firmly down at the back. The front peak of the cap should be halfway down on the forehead. The tassel is always worn draped over the right front quarter of the cap until Ms. Birge pronounces you “graduated.” The tassel is then moved to the left front quarter of the cap. The cap should be kept on the head throughout the ceremony
5. **Mandatory Graduation Rehearsals – All seniors walking in the graduation must attend BOTH rehearsals. Please be on-time and meet at the OLD GYM the following dates and times.**  
**June 17 @ 1:00 pm**  
**June 18 @ 9:00 am**  
PHS PTO will be hosting a free **Senior Picnic** immediately after rehearsal on June 17th. Please plan to stay!
6. **Smoking/ Tobacco Use:** Please be reminded as per NJ administrative code, there is no smoking or tobacco use permitted on campus. This includes cigarettes, cigars, smokeless tobacco products and electronic vaping devices. Please be respectful of this law and if you must celebrate with cigars, do this at home.

**ALL FINES/OBLIGATIONS MUST BE RECEIVED BEFORE  
June 9, 2025.**

**Please check PowerSchool under “FEES” for all  
outstanding school obligations.**

**No Official PHS documents will be released  
until obligations are met.**

**Device Collection:**

If you are not using your device, you can return it (along with your school-issued charger) to the Tech Office during regular school hours between Monday 6/2 and Friday 6/6.

Otherwise, seniors are expected to return their device and charger **during their PE Classes on Tuesday, 6/10 and Wednesday, 6/11 in the Old Gym.** Please bring your device and school-issued charger with you to PE class on these days. Check in with your teacher first for attendance and then you will be directed to the collection stations. We strongly suggest bringing a check with you so you can pay any fees on the spot. Please note that the protection plan only covers damaged items, not lost ones.

**Cap and Gown Distribution:**

June 12 (Thursday), June 16th (Monday) and June 17th (Tuesday) 2:00 - 3:00pm                      Location: Flagpole

**Graduation Calendar**

Monday, June 9th		Outstanding fines and obligations due
Tuesday, June 17th	1:00 pm	Mandatory Graduation Rehearsal (Report to Old Gym)
	2:00 pm	PTO Senior Picnic, Counseling Lawn
	7:00 pm	Senior Sunset
Wednesday, June 18th	9:00 am	Mandatory Graduation Rehearsal (Report to Old Gym)
	3:30 pm	Report to the Old Gym to assemble for graduation
	5:30 pm	Graduation

**No senior may be excused from any graduation rehearsal unless  
previously approved by the Administration.**

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