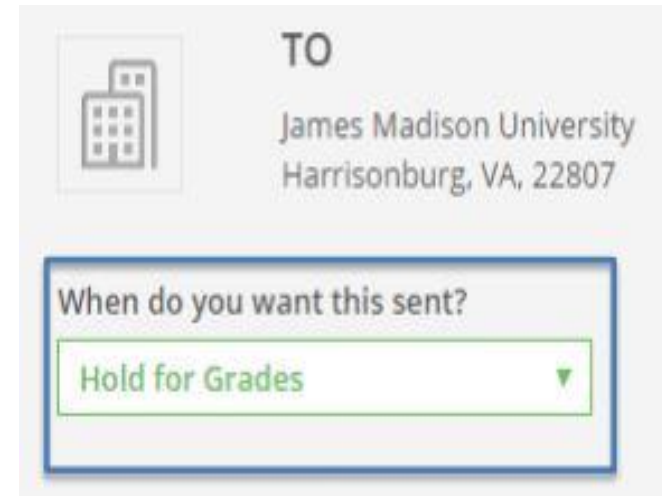


Senior End of the Year Tasks

- ❖ Request Final Transcript
- ❖ Update Parchment
- ❖ Senior Survey
- ❖ Scholarship Survey
- ❖ Senior Events
- ❖ Boarding Pass

Requesting a Final Transcript

- Step 1:** Sign in: www.parchment.com
- Step 2:** Click “Order”
- Step 3:** Enter the college/school name to which you would like your final transcript sent.
Click “Search” then “Select”
- Step 4:** Under “To”, choose “Hold for Grades”
- Step 5:** Click “Save & Continue”
- Step 6:** Check that “Hold for Grades” is indicated, then click “Continue”
- Step 7:** Sign and type name, click “Save & Continue”



TO

James Madison University
Harrisonburg, VA, 22807

When do you want this sent?

Hold for Grades ▼

Updating Parchment Account

- Step 1:** Sign in: www.parchment.com
- Step 2:** Under “Profile”, choose “Account Settings”
- Step 3:** Click “Add another email address to this account”
- Step 4:** Enter your PERSONAL email address (non-Leyden) into the box labeled “Secondary Email Address”, then click “Add Email”
- Step 5:** Follow the directions to obtain verification code
- Step 6:** After you enter the verification code, choose “Make Primary” to update your Parchment Email
- Step 7:** Choose “Delete” to delete your Leyden email

Senior Survey

<https://tinyurl.com/lhssenior2025>

Scholarships

SCHOLARSHIP OR INSTITUTIONAL GRANT!

Please complete NOW!

NAME: _____ ID #: _____ COLLEGE ATTENDING: _____

List any scholarships and/or institutional grants you received and will be using (ONLY for the school you will be attending)

✓ **DO** include outside scholarships (i.e. scholarships that come from independent clubs, agencies, employers, etc.).

✓ **DO** indicate if the scholarship is a one-time award or renewable; if renewable, indicate for how many years.

✓ **DO NOT** include loans, work study, Pell or Illinois MAP grants, or any other federal/state need-based aid you have been awarded.

Senior End-of-Year Events

May 15 - Last day of classes

May 16 - Prom

May 19- Senior Send off

May 20 - West Graduation



-By **Cash** on the day of ticket sales:

Tickets can be purchased/picked up at the <u>1st-floor Eagle</u>		
Monday, May 5th	7:15-7:30 am	2:45-3:10 pm*
Tuesday, May 6th	7:15-7:30 am	2:45-3:10 pm*
Wednesday, May 7th	8:15-8:45 am	2:45-3:10 pm*

*If purchasing after school, students are not allowed to leave the building and come back to purchase tickets.

WEST PROM TICKETS

West Senior Send Off Tickets

- On sale May 6 -10
- \$20 per person
- May 19th 11-2
- Dave & Busters
- All lunch periods
- Student Activities Office

NO TICKET SALES AFTER MAY 10

West Graduation

MANDATORY Practice

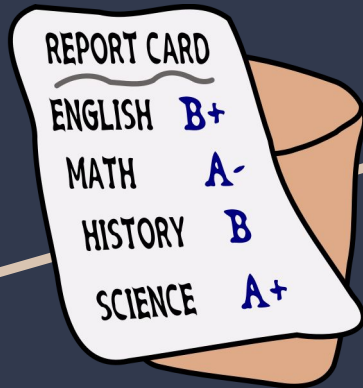
- May 20
- 9:00 -11:00 a.m.
- Will receive 8 tickets and 1 parking pass at practice
- Do not wear your cap & gown to practice



Ceremony – Return to the theater by 5:30 p.m. – dressed and ready!



PASS YOUR CLASSES



ALL SENIOR GRADES are FINAL as of May 15. No exceptions.

Counselors will notify seniors on May 16 if they have failed a graduation requirement and are no longer able to participate in the graduation ceremony.

Seniors...want to be included in the slideshow?

Scan the QR code and fill out the google form!



2025



LEYDEN AIRLINES 

BOARDING PASS

NAME: _____

FLIGHT 0212

DATE 20 MAY

DESTINATION: _____

DATE	BOARDING TIME	SEAT
W25	06:30 PM	25A

LEYDEN AIRLINES
BOARDING PASS

FLIGHT 0212

DATE W25

SEAT 25A

DATE 20 MAY

DATE	BOARDING TIME	SEAT
W25	06:30PM	25A

Where are you off to?