



## Pine Forest High School

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**Melanie McElhaney, Principal**

Latasha Jordan, Assistant Principal  
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April 21, 2026

Dear Parents,

In a few short days, your child will be celebrating graduation. To make the students' graduation memorable, your help is needed. Graduation will be held at the Pensacola Bay Center on May 27, 2026 at 2:30 PM. Students must arrive at PFHS by 10:00 AM in order to participate in the graduation ceremony. If you want to photograph your child in their graduation gown at the Bay Center, please do so prior to the ceremony due to the timing of the next scheduled graduation. In addition, it is important that families and graduates expedite their departure from the Bay Center so that staff can prepare for the next graduation.

High school graduation is an important and exciting event for your high school senior. To maintain the safety and dignity of the graduation ceremony, the following must be adhered to:

- It is important for families and guests to arrive early. Doors will open one (1) hour prior to start time.
- Students must conduct themselves in a professional manner at all times or be subject to removal from the Bay Center.
- Students must dress appropriately for the ceremony and follow district dress code. It is recommended that seniors wear "professional" attire.
- The following guidelines and restrictions are required and will be enforced by Bay Center personnel:
  1. Metal detectors are in use at the Bay Center.
  2. All patrons and bags/purses are subject to a security search.
  3. Items not allowed in the Bay Center are as follows:

Air horns or noise devices	Confetti	Large bags or backpacks
Laser pointers	Any weapon	Waist Packs
Spikes or chains	Strollers	Outside Drink
Silly string	Balloons	Outside Food
Banners/Signs	Wrapped gifts	Containers
Glass items	Confetti Poppers	

Attendance is **mandatory** at graduation practice (**date and time**) in the (**location**). Students not attending practice will **not** be allowed to participate in the Graduation Ceremony—no exceptions. In addition, Senior Honors Awards are (**date and time**) in the (**location**). Seniors receiving awards will be notified prior to the ceremony. All seniors and their parents are invited to attend. I hope you join us for this special occasion.

Thank you for your support and cooperation. It has been a privilege and pleasure educating your child.

Sincerely,

Melanie McElhaney  
PFHS Principal

