Dear Student and Family,

As we approach the end of term 3 and the beginning of the final term, we are also beginning to plan for graduation. The purpose of this letter is to share related information with our seniors and their parents/guardian.

- **Name on Diploma**
  - The name on your diploma will be your formal name taken from Infinite Campus and printed exactly as it appears in the greeting line of this letter. If your name is misspelled or you wish to add your middle name, please call Mrs. Cotter at (262)968-6273 ext. 4026 by 3:00 pm on April 4th.

- **Attendance**
  - Seniors must attend all school days through the end of the year.
  - Kettle Moraine High School does not recognize nor excuse seniors who are collectively truant from school for a “senior skip day.”
  - All detentions must be served prior to the graduation ceremony in order to participate in the ceremony.
  - Seniors who have more than 30 unexcused class periods, including advisory, will lose the privilege of participating in the graduation ceremony, not including absences excused by a parent/guardian for the accepted attendance reasons found on pages 12 and 13 of the Student Handbook.

- **Senior Obligations**
  - All Seniors will be required to have taken care of all obligations by the last day of school.
  - Seniors and parents can review obligations by using the following resources:
    - detentions - Seniors with outstanding detentions yet to be served will have a letter included in this mailing
    - fees and food service balance - Visit the Infinite Campus Portal at https://campus.kmsd.edu/campus/portal/kettlemoraine.jsp
    - textbook/library book returns and library fines - Click this link for instructions on how to see your outstanding textbooks and library books: http://goo.gl/djTFd2

- **Graduation Preparation**
  - Mandatory graduation practice will take place during planned and announced advisory times toward the end of May and early June. Graduation practice during advisory sessions will replace the calendar advertised graduation practice listed for June 10, 2016 at 11:40 AM.
  - The graduation cap, gown and five graduation ticket s will be given to graduating seniors during a planned and announced advisory session.
  - Students must successfully earn a minimum of 24.5 credits and meet specific course requirements in order to participate in the graduation ceremony.
  - Senior Night will be held at the high school on June 10, 2016 beginning at 7:00 PM for the KMHS Class of 2016.

- **Commencement Ceremony**
  - June 12, 2016 at 2:00 PM in the West Gym
  - Students will be expected to be at the school by 1:00 PM to begin line-up in the middle and east gyms.
  - The ceremony is considered a FORMAL event requiring proper attire – no shorts, jeans, athletic shoes or casual sandals/flip flops. The gown and cap may not be altered.
  - Students will be expected to behave in a way that aligns with student behavioral expectations including no cell phones or actions which are meant to draw attention or are unsafe.
  - Diplomas will be distributed after the ceremony in the Middle Gym.
  - Guests must have a ticket to be seated in the West Gym: other guests may watch the ceremony from the Auditorium via closed circuit broadcast or from your personal device with internet access.
  - Only graduating seniors will be allowed in the Middle Gym before and after the commencement ceremony. Family and friends may wait in the West Gym and foyer area.

This is an exciting time for seniors and parents as seniors prepare to transition to their plans after high school. Please do not hesitate to call with any questions.

Sincerely,

Jeffrey A. Walters
Principal