



SENIORS

Important Dates to Remember

- Order your Cap & Gown with Jostens @ www.jostens.com
- March 30-April 8 Spring Break
- Monday, April 23rd National Honor Society Inductions
- Friday, April 13th Senior Slide Show Pictures Due
- Friday, April 20th Senior Debts Due to purchase Prom Tickets
- April 30-May 4th Prom tickets on sale for Juniors and Seniors
- Saturday, May 5th , Prom at Martinsburg High School
- Tuesday, May 8th Senior Book Turn In
- May 14-18 Senior Week MANDATORY
- Monday, May 14th ALL SENIOR DEBT MUST BE PAID TO WALK IN CEREMONY
- Tuesday, May 15th Senior group Picture and Individual Pictures - Walk-thru at Elementary Schools
- Wednesday, May 16th Senior Award Practice
- Thursday, May 17th Senior Awards Ceremony
- Friday, May 18th Outdoor Graduation Practice at Cobourn Field
- Tuesday, May 22nd - MHS 2018 GRADUATION DAY

FINAL TRANSCRIPT REQUEST FORM

Reminder: After August 1st, you will be charged \$5 for your transcript.
Please request your transcript via Parchment.

Student Name (print): _____

Student ID number: _____

Home Phone: _____ Cell Phone: _____

E-mail Address: _____

Mail Final Transcript To:

- | | | |
|--|--|---|
| <input type="checkbox"/> Blue Ridge CTC | <input type="checkbox"/> Fairmont State University | <input type="checkbox"/> Glenville State College |
| <input type="checkbox"/> Hagerstown CC | <input type="checkbox"/> James Rumsey Tech. Inst. | <input type="checkbox"/> Shepherd University |
| <input type="checkbox"/> Marshall University | <input type="checkbox"/> Potomac State College | <input type="checkbox"/> West Virginia University |

Other _____
Full name of College/University or School (do not abbreviate)

Full address of College/University or School (do not abbreviate)

- NCAA Eligibility Center
- Not attending a college or university
- My Home _____
Street Address City Zip Code

***Each senior must complete this form even if not attending a college or university.**

**Return this form to the Counseling Office by
Thursday, March 29th**

SCHOLARSHIPS

If you have received a scholarship, please list the name and amount, and we will contact them to see if they will send a representative to recognize you at the Senior Awards Ceremony on May 17th.

Student's Name: _____

ACADEMIC

Name of Scholarship	College/University	\$ Amount

ATHLETIC

Name of Scholarship	College/University	\$ Amount

**Return this form to the Counseling Office by
Thursday, March 29th**

GRADUATION TICKETS

- Each student will be given FOUR (4) tickets for the graduation ceremony if held inside due to inclement weather.
- Tickets will be given to each senior during graduation practice on Friday, May 18th. If graduation is an outdoor event, tickets will not be required.
- Extra tickets for the indoor ceremony will not be available.
- Every person over the age of two is required to have a ticket.

(please detach and submit if needed)

SPECIAL ACCOMMODATIONS

Students who have a family member(s) attending graduation who may need special accommodations **MUST** submit this request form to Ms. Stein in the Counseling Office by March 29th. Due to limited seating, only **TWO** people may assist someone who requires accommodations.

Student's name: _____

Accommodations needed:

In order to accommodate guests, please provide the following information for EACH potential location:	@ Cobourn Field	@ Martinsburg High Gymnasium
Number of cars that require accessible parking, <i>even if they have a state issued handicap parking pass</i>		
Number of guests who have a mobility or physical disability		

**Return this form to the Counseling Office by
Thursday, March 29th.**

Live Web Streaming!

Join us online for the live web streaming of Graduation 2018.

This momentous event takes place on Tuesday, May 22nd at Martinsburg High School @ 7:00 p.m.

Celebrate this moment with all our graduates by going to the following web address: *(live stream address will be given Senior Week)*

Regarding photos...

Parents and guests may take photos during commencement ceremony; however, all photos **MUST** be taken from the guest seating area. No one will be allowed to go on the field/stadium floor area without an *Official MHS Press Pass* for photography.

Students, please inform your guests of this policy. A professional photographer and videographer have been hired to commemorate this special event. There will be ample opportunity for graduates and family to use the stage area for photos after the ceremony.

Thank you in advance for your cooperation.

2018 SENIOR WEEK

Sunday, May 30th @ 3:00 p.m.- Baccalaureate Service @ Hedgesville High School

Monday, May 14th @ 7:30 a.m.

Report to the auditorium

Take attendance, obligations
Senior survey
Medals
Caps/gowns

Attendance is
Mandatory
Monday- Friday

Tuesday, May 15th @ 7:30 a.m.

Report to the large gym

Take attendance
Senior class meeting
Senior class photo in gym
Individual cap and gown portraits
****Bring order form and money due
at time of picture.**
Walk-thru @ various schools

**Appropriate Dress for
Photographs, Awards &
Graduation**

*Graduation cap & gown
*Dress (1-2 inches above gown
hemline and does not show in V
portion of the gown)
*Black or dark dress shoes (no flip
flops)
or
*White shirt with dark tie
*Dark slacks (preferably black)
*Dark dress shoes & socks
(preferably BLACK)

Press your gown before picture day
& graduation. Do not use steam.
Make sure your name is on all your
garments, especially your cap.

The high school graduation cap is
worn flat on the head, one point of
the square facing forward (like a
diamond)

Tassels are worn on the right side
at the start of the graduation
ceremony, and you flip it to the left
when graduates receive their
diplomas.

Wednesday, May 16th @ 7:30 a.m.

Report to the large gym

Take attendance
Practice for Senior Awards Program
begins @ 7:45 a.m.

Thursday, May 17th Senior Awards Day

Report to small gym @ 11:00 a.m.

Take attendance
Must wear cap and gown
Follow appropriate dress guidelines
Processional and program begin @ 12:15 p.m.

Friday, May 18th Outdoor Practice (MANDATORY)

Senior last day activities

Report to the Field @ 8:30 a.m.

Take attendance

**Practice for graduation (MANDATORY rain
date is Tuesday, May 22nd @ 10 a.m.)**

Know your line up/seat position before you arrive

Hand out tickets

Thank you note workshop at the concession stand.

Anyone who received a scholarship **IS**

REQUIRED to attend and participate.

Saturday, May 26th

Alumni banquet @ 6:30 p.m. at Holiday Inn Martinsburg. See Ms. Stein for a ticket.

2018 GRADUATION WEEK

Tuesday, May 22nd

Rain Date Only: Graduation practice @ 10:00 a.m.

Take attendance

Practice is on the Martinsburg High School football field

PRACTICE IS MANDATORY-NO ONE IS EXCUSED!

NOTE: Know your line-up/seat position before you arrive

PLEASE LISTEN CAREFULLY AND BE COOPERATIVE!

Graduation Day

No person will be admitted to graduation without a ticket IF ceremony is held inside

Graduation @ 7:00 p.m. at Martinsburg High School

Report to MHS large gym for **line-up** in cap and gown and appropriate dress.

No one is allowed in the gym with the exception of graduates.

You **MUST** be in line **by 6:00 p.m.** in order to participate in the ceremony.

After a successful ceremony, your official diploma will be given to you by MHS Staff at the south end zone at band bleachers.

Graduation is scheduled for 7 p.m. at Cobourn Field on May 22nd. There is no limit to the number of guests who may attend at Cobourn Field. To ensure enough mobility/physical disability seats are available to those in need, there will be an orange ticket issued.

In case of inclement weather, the graduation ceremony will be held at Martinsburg High's Gymnasium and guests will be admitted by white inclement weather tickets only. On May 18th, during graduation practice, seniors will receive 4 white inclement weather tickets to graduation, as well as mobility or physical disability tickets that were previously requested.

- 1.) Shorts, boots, sandals, sneakers and flip flops are not considered appropriate. Students wearing improper attire will **NOT** be permitted to walk in the ceremony.
- 2.) Please conduct yourself with dignity during the ceremony. All eyes are on you. This ceremony may be one of the most memorable in your life, please do not ruin it for yourself, your family, or your classmates by being rude.
- 3.) *No gum or **CELL PHONES!***

Helping You Rise!

A Celebratory Baccalaureate Service

April 03, 2018

Dear Parents and Graduates;

On behalf of the Berkeley County Ministerial Association I want to take this opportunity to congratulate all the graduates. We take pride in each one of you for your achievement and your parents and guardians for the support and encouragement they have provided you.

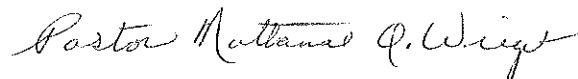
We would like to invite you, all the graduates from the four High Schools, and your families to this year's Baccalaureate Service. A Baccalaureate Service is a service of blessing and sending out. "Give everyone what you owe him: If you owe taxes, pay taxes; if revenue, then revenue; if respect, then respect; if honor, then honor". Rom 13:7. You graduates and parents have earned it and we the ministers and others of Berkeley County want to honor you and celebrate your accomplishments. We also want you to know that as each of you enter into this new phase of your life we are here for you.

Service will be held at Hedgesville High School at 3pm on May 20, 2018.

We will have representatives from each school's graduating class, local clergy and school officials participating in the service. We would like to offer each graduate an opportunity to introduce themselves tell of their future plans and appear in a group photo. We hope that you will accept this invitation. We believe it will become a valued part of your graduation experience.

Dress for this service will be dressy casual. If you have any questions regarding the service please contact Pastor Nathaniel Wright at 304-263-0366 or pastorwright4@frontier.com.

With Blessings,



Pastor Nathaniel Q. Wright
Berkeley County Ministerial Association

