

KENNESAW MOUNTAIN HIGH SCHOOL

Class of 2022

Commencement Information and Schedule of Activities

Friday, May 27, 2022, 7:00 PM
Kennesaw State University Convocation Center

It is important that you and your family review the following information carefully.

LOCATION OF VENUE AND DIRECTIONS

- The Convocation Center is located on the Kennesaw campus of Kennesaw State University at the intersection of I-75 and Chastain Road. From I-75, exit at Chastain Road (Exit 271) and turn west. Go to the first traffic light past the I-75 ramps and turn right onto Frey Road for graduate or guest parking. For accessible and special assistance parking, continue to the second traffic light and turn right on Kennesaw State University Road. Additional approach information and alternate routes are available on the district website at www.cobbk12.org/graduation

COMMENCEMENT TICKETS

- Each graduating senior will receive 7 commencement tickets. Tickets will be distributed at the commencement practice on May 24, 2022.
- Honor Cords will be distributed at commencement practice. Graduates will need to contact club/organization sponsors to confirm additional cord/stole orders.
- All guests attending commencement, including babies and small children, will need a ticket to enter the venue.

SENIOR CLEARANCE

- All fees for lost or damaged textbooks, media materials, parking, classroom instructional equipment, uniforms, or any other materials owed to the school must be cleared by Tuesday, May 17, 2022.
- Fines must be paid in cash only.
- All students must be cleared of fines prior to rehearsal.
- Students with outstanding fees will be prohibited from participating in the commencement ceremony.

FINAL EXAMS

- Monday, May 16, 2022 – 3rd and 4th block exams.
- Tuesday, May 17, 2022 – 1st and 2nd block exams.

COMMENCEMENT PRACTICE

- Monday, May 23, 2022, 12:00 PM - 2:00 PM at Kennesaw Mountain High School Gym
- Tuesday, May 24, 2022, 9:00 AM - 11:00 AM at Kennesaw Mountain High School Gym
 - Cap and gown are required at this rehearsal only. Lifetouch will be taking the class photograph during this rehearsal.
 - Commencement tickets will be distributed at this practice.
- All practices are mandatory.

- Students who are late for ANY practice will not be permitted to attend the practice and must meet with the principal, Mr. Stark.
- Board and school policies (such as tobacco and drug/alcohol use, dress code, etc.) will be in effect.

COMMENCEMENT ATTIRE

Dress for graduates will be as follows.

- Black pants, black shoes, black socks, white dress shirt, and tie.
- Solid colored black dresses (length no longer than the gown; collars should not show)
- Black dress slacks or a skirt with a blouse
- Simple small jewelry (no necklaces), and black dress shoes (no white hosiery and no silver/gold on the shoes).
- Flat shoes are recommended due to the distance graduates will walk from graduate parking to the line-up room and to the ceremony venue.
- Each student must have a current commencement gown with a matching mortarboard and tassel. If you have questions concerning the items you have ordered, please visit www.HerffAtlanta.com or call Herff Jones directly at (770) 795-1626.
- Mortarboards are to be placed on the top of the head so that the mortarboard is flat on top. Bobby pins are suggested to hold the cap in place. Tassels are to be worn on the RIGHT side of the mortarboard during the ceremony.
- To ensure the decorum of the ceremony and to provide consistency among schools, alterations to the mortarboard and gown will not be permitted. Graduates may only wear stoles, cords, and other insignia authorized by the school.

COMMENCEMENT DAY

- The commencement ceremony will take place on Friday, May 27, 2022, 7:00 PM, at the Kennesaw State University Convocation Center.
- Graduates need to arrive at KSU and report to the Carmichael Student Center with their cap, gown, and tassel by 5:30 PM.
- Doors will open at 6:15 PM for guests. A designated door will open at 6:00 PM for guests with disabilities and guests requiring individualized assistance.
- Individuals requiring a wheelchair must provide their own.
- Following the ceremony, graduates will immediately proceed to the Campus Green for a final class photo. Family and friends may meet the graduates at the Campus Green. Upon exiting the Convocation Center through the Atrium, bear to the left to get to the Campus Green.

PARKING

- **KSU charges a \$10.00 parking fee per car.** Be prepared to pay with cash. Please bring exact change to enter the lot quickly and keep traffic moving.
- **Graduates** are to park in the Central Parking Deck. Graduates should be encouraged to bring/wear comfortable shoes for walking from the Central Parking Deck to the Carmichael Student Center (CSC) and the Convocation Center (CC).
- **Guests** will park in the East Parking Deck and the East Economy Lot (across Frey Road from the East Parking Deck). Overflow parking will be available in the Central Parking Deck.
- **Guests with disabilities and elderly guests needing individualized assistance** should park in either Lot A or Lot B (as designated on the campus map). Golf carts will run continuously to convey guests to and from the Convocation Center.

DIPLOMA DISTRIBUTION

- Diploma Distribution- Graduates will have the opportunity to pick up their diploma in person at the front office during business hours starting May 31, 2022. Please bring photo identification.

DVD SALES

- DVD sales will be made available online on the district graduation page (www.cobbk12.org/graduation). The district will provide a link for the sales of DVDs on the district graduation page.
- CCSD will provide a live webcast of the commencement ceremony which will be publicly available via the school district website (www.cobbk12.org/graduation).

FLOWER/GIFT SALES

- Flowers and other graduation gifts will be available for purchase in the Atrium (lobby) and outside the venue both before and after each ceremony.

BAG CHECKS

- In accordance with KSU requirements, all persons entering the Convocation Center MUST submit all bags and packages for inspection by public safety personnel. Please do not bring any packages that cannot be opened or inspected. Also, please allow extra time for entry as there may be delays.

PROHIBITED ITEMS

- Any object which obscures the view or impacts the safety of others is not allowed in any district-managed venue. A complete list of prohibited items is available on the district graduation web page (www.cobbk12.org/graduation).

GENERAL INFORMATION

- Participation in the commencement ceremony is optional and a privilege. Students must meet all expectations and requirements to participate in the commencement ceremony.
- Behavior at the ceremony and practices must be exemplary. Throwing caps in the Convocation Center is inappropriate, dangerous, and not permitted. Please understand that disruption and misconduct in any form will not be tolerated. Any seniors causing a disturbance or in any way conducting themselves inappropriately during the ceremony will be removed.
- Restitution for any damage to the venue, district property, or vendor property will be the responsibility of the graduate(s) and/or audience who cause the damage.
- Please remember all graduation requirements must be met to participate in commencement exercises.
- Remove your gown from the packaging prior to commencement and hang it up so wrinkles will fall out.
- Lifetouch will take photos as each graduate receives his/her diploma and will make these available for purchase. Parents may not be in the aisles to film or take photographs.
- Students are identified as honor graduates if they have a minimum, unrounded 3.500 GPA.
- The School Counseling Office will be closed Wednesday, May 18, through Monday, May 23, so counselors can verify graduation status for all seniors. A school counselor will contact you if there are any problems with final grades.
- Seniors will need to request a final transcript if they are planning to attend college. Final transcripts are NOT mailed automatically – students must request that one be sent. Submit your request by May 25. Please visit <https://bit.ly/kmhsfinal> to request your transcript. Collegiate athletes, if you also need to send a final transcript to NCAA or NAIA, you must submit your request using this link.

- Seniors will need to report scholarship offers at <https://bit.ly/2022schol>. Please submit all offers received, including those you do not plan to use. This must be completed by May 2, 2022.
- Seniors must complete their Graduation Survey in Naviance. This survey will be available to complete around spring break. All seniors must complete this to be cleared for graduation. This must be completed by May 2, 2022.
- If you have any questions, please contact:
 - Brandon Morris (Graduation Administrator) at brandon.morris@cobbk12.org



COMMENCEMENT TIMELINE

DAY	DATE	EVENT
Wednesday	May 2	Deadline to complete the Graduation Survey in Naviance Visit https://kmhsseniors.weebly.com/ for directions. This survey will be available to complete around spring break. All seniors must complete this to be cleared for graduation.
Monday	May 2	Deadline to report Scholarship Offers at https://bit.ly/2022schol . Please submit all offers received, including those you do not plan to use.
All Week	May 9-13	Senior Week
All Week	May 10-16	Senior Clearance - Deadline for clearing any outstanding fines with bookkeeper. This includes (but is not limited to) textbooks, outstanding fees, parking tickets, and Media Center fines.
Monday	May 16	1 st and 2 nd Block Senior Final Exams
Tuesday	May 17	3 rd and 4 th Block Senior Final Exams
Wednesday	May 18	School Counseling Office Closed 1 st , 2 nd , and 4 th periods
Thursday	May 19	School Counseling Office Closed 1 st , 2 nd , and 4 th periods
Friday	May 20	School Counseling Office Closed 1 st , 2 nd , and 4 th periods
Friday	May 20	Cap and Gown walk at Bullard Elementary at 12:30 PM. Event is for students who attended Bullard. Please wear your gown and mortar board to the event.
Monday	May 23	Commencement Practice 12 – 2 PM. Practice in the KMHS gym.
Monday	May 23	Senior Parade 2:30 PM – Specific information about the route and requirements to be shared prior to the event.
Tuesday	May 24	Commencement Practice 9:30-11:30 AM. Practice in the KMHS gym. Students should wear their graduation attire and bring their Cap and Gown to this rehearsal. *Senior Photo will be taken after the rehearsal
Wednesday	May 25	Technical Rehearsal 9:30-10:00 AM at the Kennesaw State Convocation Center. Mandatory for speakers and performers.
Friday	May 27	Submit final transcript requests at https://bit.ly/kmhsfinal by May 27.
Friday	May 27	Commencement 7:00 PM at the Kennesaw State Convocation Center. Student must be at the Carmichael Student Center by 5:30 PM.
Tuesday	May 31	Diploma Distribution- Graduates will have the opportunity to pick up their diploma in person at the front office during business hours starting May 31, 2022. Please bring photo identification.

For additional information and updates, please check the commencement link on the district web site: www.cobbk12.org/graduation.