



3333 N. Shartel, Oklahoma City, OK 73118
(405)702-4322 FAX (405)601-0904

August 30, 2016

To the Parent/Guardian of:
Student's name
Address
City, OK, Zip

Dear Parents and/or Guardians,

Commencement Ceremony for the class of 2017 is on Friday, May 12th, at 7:00 pm.

There will be more information to follow, but these are a few key points:

- **The graduation fee is \$180.** This covers all graduate needs for the ceremony and related graduation activities. This is a senior package fee and cannot be divided. It includes but is not limited to their cap, gown, tassel, stole, two tee shirts, and two meals. There are no refunds or partial refunds if a student fails to graduate or is unable to participate in graduation events.

- **All fees must be paid to Mrs. Lanza in the main office no later than March 9th.**
(Make checks/money orders payable to HFAA).

You can earn a \$30 discount with the following timely payment options:

1) \$150 paid in full before October 10 along with submission of your contract (\$30 discount).

-OR-

1) A \$20 deposit paid by October 10, 2016 (\$10 discount),

2) a \$50 payment paid by December 9, 2016 (\$10 discount),

3) an \$80 final payment paid by March 9, 2017 (\$10 discount).

- With 80+ graduates, we ask that you **invite no more than 12-15 people to the ceremony.**
The ceremony will last an hour, so please plan festivities with more family & friends afterward.
- Out of respect for other graduates and their families, **we ask that your party remain seated until the ceremony is completed and the graduates have processed out.** A professional photographer will take pictures of the presentation of diplomas and this is included in the graduation fee.
- Out of respect for other graduates and their families, **please consider leaving small children who cannot sit still or remain quiet for an hour or more with a sitter or other family members.** The child can, no doubt, enjoy time with the graduate in a more child-friendly environment at another time.
- **The appropriate dress for graduates is as follows:**
Males: Dress slacks (no jeans), collared dress shirt, tie, and dress shoes (no athletic shoes or sandals).
Females: Dresses or skirts that do not show below the gown, but which are long enough to sit modestly, or dress slacks and modest tops, appropriate shoes with LOW heels (no athletic shoes or flip-flops), no corsages, purses, or jewelry on outside of gown.

Preparing students for college in an academically challenging, arts-integrated environment.

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Gowns: Students whose GPA is 3.75 or higher will wear red robes. All other students will wear black robes.

Please sign and return the attached contract to Ms. Lanza no later than **October 10th**. A signed contract must be on file for your student to participate in the graduation service.

We hope the graduation experience will be a pleasant and fulfilling one. If you have any questions, please email us at bach@hfaokc.org or hlwatson@hfaokc.org.

Best regards,



Barry Schmelzenbach, M.Ed.L
Principal



HannahLu (HL) Watson, M. Ed.
Director of Operations