

October 6, 2017

Dear Parent/Guardian and Senior:

In the past few days, seniors received the necessary information to order the graduation outfit that is needed to participate in the 2018 Penn Manor High School Commencement. Although graduation is a several months away, we provided this information at this time so that families may take advantage of the best price available. Please read carefully the information below that summarizes what is needed.

- In order to participate in the commencement ceremony, students must have the appropriate graduation outfit that consists of a gown, victory hood, cap, and a tassel. The four item package may be ordered for \$35.00.
- If a student has access to a gown, victory hood, and cap that has been used by a previous graduate within the last two years, a tassel must still be ordered.
- All orders of the graduation outfit items and any additional items described in the packet must be placed by October 18. Orders will be collected in the main office until the 18<sup>th</sup> and in the cafeteria during all lunches on the 18<sup>th</sup>. CTC students may bring their order to the main office any time before October 18. The office is open from 7:00 a.m. to 3:45 p.m.
- Orders may also be made online through the Herff Jones website at [www.highschool.herffjones.com](http://www.highschool.herffjones.com)
- If the whole payment cannot be made on October 18, a payment plan can be arranged by contacting our Herff Jones representative, Jeff Crouse, at (717) 526-4373 or [jacrouse@herffjones.com](mailto:jacrouse@herffjones.com) **prior** to October 18.

Our hope is that all members of the Class of 2018 plan to participate in the commencement, but we realize that some do not desire to do so. In order to be excluded from the ceremony, a note signed by a parent stating such must be turned into the main office by October 18, 2017.

Immediately after October 18, all graduation outfit orders will be submitted. A bulk order will be placed for those students who do not place an order or turn in a note that indicates he or she will not be participating in graduation. If a bulk order is placed for a student, the cost of the outfit will then become an obligation that needs to be fulfilled in order to receive the student's diploma. The gowns that will be ordered as part of this bulk order will be in two sizes, one that will fit most female students (5'4") and one for male students (6').

Please note the following information:

- Additional items (graduation announcements, memorabilia items, etc.) may be purchased on the graduation outfit order form.
- Graduation announcements and other items will be delivered to students at school in the spring.
- Students will receive their graduation outfit on the first day of graduation practice in June.

The 2018 Penn Manor High School Commencement will be held at Franklin and Marshall College and is tentatively scheduled for June 6, 2018. More information about the ceremony and a finalized date will be shared with seniors in April. If you have any questions, please contact me at (717) 872-9520, ext. 1809.

Sincerely,

Philip B. Gale, Ed.D  
Principal