

May 7, 2020

Dear Federal Way Public Schools Seniors and Families,

I would like to thank you for your patience as we have redesigned how we are ensuring the Class of 2020 graduation experiences are both safe and meaningful. The input of scholars, principals, support staff, and other state and national examples have informed our approach. We appreciate your continued focus on schoolwork and commitment to finishing the necessary graduation requirements while learning continues remotely.

Mark your calendars for the following events and join us as we honor our candidates for graduation in the Class of 2020. Social distancing measures will be maintained at all times in accordance with state guidance.

**Cap and Gown and Yard Sign Pick Up, Wed., May 13 or Thurs., May 14, 2020**

Each high school is hosting a time on May 13 or 14 for scholars to pick up their cap and gown and a Class of 2020 yard sign. Yard signs are available to all seniors.

These items will be distributed at specific times, based on your school and last name, as listed below.

| MAY 13, 2020   |  |   |
|--|--|---|
| <b>Federal Way High School</b>   | <b>Thomas Jefferson High School</b>  | <b>Truman Campus: Career Academy, Open Doors and Internet Academy</b>                                   |
| 30611 16th Ave S, Federal Way, WA 98003  | 4248 S 288th St, Auburn, WA 98001  | 31455 28th Ave S, Federal Way, WA 98003   |
| Cap/Gown and Yard Sign Distribution will be by Last Name at Student Drop Off Zone in Lower Parking Lot | Cap/Gown and Yard Sign Distribution will be by Last Name at School Bus Zone    | Yard Sign Distribution will be at School Bus Zone. Caps/Gowns are being delivered directly to scholars. |
| Seniors with last names:<br>A-I 11:00-12:00<br>J-R 12:00-1:00<br>S-Z 1:00-2:00                         | Seniors with last names:<br>A-I 11:00-12:00<br>J-R 12:00-1:00<br>S-Z 1:00-2:00 | A-Z 12:00-3:00  |

| MAY 14, 2020                         |  |   |  |
|--------------------------------------|--|---|--|
| <b>Employment Transition Program</b> | <b>Decatur High School</b>   | <b>TAF@ Saghalee High School</b>  | <b>Todd Beamer High School</b>   |
| Delivered throughout the day         | 2800 SW 320th St, Federal Way, WA 98023  | 33914 19th Ave SW, Federal Way, WA 98023  | 35999 16th Ave S., Federal Way, WA 98003                                       |
|                                      | Cap/Gown and Yard Sign Distribution will be by Last Name at School Bus Zone    | Cap/Gown and Yard Sign Distribution will be according to a school determined schedule, communicated to the parents by the school. | Cap/Gown and Yard Sign Distribution will be by Last Name at School Bus Zone    |
|                                      | Seniors with last names:<br>A-I 11:00-12:00<br>J-R 12:00-1:00<br>S-Z 1:00-2:00 | Seniors with last names:<br>A-Z 11:00-2:00  | Seniors with last names:<br>A-I 11:00-12:00<br>J-R 12:00-1:00<br>S-Z 1:00-2:00 |

### **Senior Graduation Walk Recording, *Wed., May 20 or Thurs., 21, 2020***

Seniors who have met or are close to meeting all graduation requirements are invited to participate in a Senior Graduation Walk at their school on May 20 or 21. The Graduation Walk honors candidates for graduation and provides an opportunity to walk and receive their diploma cover while wearing their cap and gown. This walk will be recorded and inserted into the virtual graduation ceremony.

Additionally, professional photos will be taken of each scholar and will be available for purchase, similar to an in-person graduation ceremony.

In order to ensure we're able to follow social distancing guidelines, scholars will be assigned a date and time by their school.

If you are unable to participate in the Graduation Walk at your high school, please submit an appropriate photo in your cap and gown using this survey link: <https://www.surveymonkey.com/r/2020CapGownPhoto>

### **Class of 2020 School Car Parade Experience, *Fri., June 12, 2020, 12–2 p.m.***

Each high school will be hosting a School Car Parade Experience on June 12 for the Class of 2020. Seniors are invited to decorate their vehicle and drive through a predetermined route at their school\*. The parade route will be lined with staff members celebrating our seniors with signs, posters, pom poms, balloons, music and more. Limit to one car per graduating senior due to space and traffic considerations.

School principals will be providing more information and details about your school parade.

*\*Due to school construction, Thomas Jefferson High School will host this event at an alternate location.*

### **Virtual Graduation Ceremony, *Sat., June 13, 2020***

As a culmination of these celebrations, we're hosting a virtual graduation ceremony for each school. The ceremony will contain many of the same elements as a traditional graduation ceremony, including:

- Speeches from keynote speakers
- Reading of graduate names, accompanied by video footage of graduation walks and/or student photo
- Acceptance of the Class of 2020
- Turning of the tassel

Seniors who have met or are close to meeting all graduation requirements will be featured in this Virtual Graduation Ceremony. This pre-recorded celebration will be broadcast at specific times on June 13, on multiple platforms, including local Channel 21, Facebook and YouTube.

- *Decatur High School, 9 a.m.*
- *Federal Way High School, 10:30 a.m.*
- *Todd Beamer High School, 12 p.m.*

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- *Thomas Jefferson High School, 1:30 p.m.*
  - *Career Academy, Open Doors and Internet Academy: 3:00 p.m.*
  - *Employment Transition Program, 4:30 p.m.*
  - *TAF@Saghalie, 5:30 p.m.*

After June 13, a copy of the video will be made available to seniors and their families to download.

**Additional Celebrations for All Seniors:**

- **Senior Keepsakes:** Each high school will be providing their seniors with a memorable keepsake
- **Adopt a Senior:** Each senior will be 'adopted' and recognized in a special way. High schools are working with their staff and local community partners.
- **School Specific Activities:** Each high school will be holding various Class of 2020 recognition activities and will communicate details to their senior class.
- **Recognition on Local Channel 21 and Social Media:** A video containing names of all Class of 2020 seniors is broadcasting on local Channel 21 in Federal Way, Facebook and YouTube.

We are here to support you as you continue to work towards your graduation requirements. Please continue to reach out for guidance from your school administrator, teachers, school counselor or College and Career Specialist.

Graduation is a huge achievement. COVID-19 may prevent us from having typical senior year celebrations, but it doesn't lessen the importance of achieving a high school diploma. We are proud of you, and we are excited to honor and celebrate your accomplishments. Congratulations, Class of 2020!

Sincerely,



Dr. Tammy Campbell, Superintendent

Attachment: Senior Checklist

## CLASS OF 2020 SENIOR CHECKLIST

In order to receive a high school diploma, official transcripts and other items in the High School Graduation Packets, seniors should use the following checklist to confirm that all graduation requirements and end of the year items are completed.

### Graduation Requirements

**Successfully complete courses required for graduation and assignments given prior to March 13, 2020 while engaging in new learning and tasks that teachers are assigning by June 5, 2020.**

**Complete the High School and Beyond Plan requirements listed below by May 15, 2020.** \*More information and Virtual Career Center Sessions are available at [www.fwps.org/ccr](http://www.fwps.org/ccr).

- Career Interest Profiler (*MaiaLearning Assigned Task*)
- Career Plan Essay (*MaiaLearning Assigned Task*)
- FAFSA/WASFA Completion (*readysatgrad.wa.gov and contact your Career/College Specialist for support*)
- Proof of Post-Secondary Acceptance (*MaiaLearning Assigned Task*)
- Senior Exit Survey (*MaiaLearning Assigned Task*)

*Seniors who are at risk of not graduating and unable to participate in graduation ceremony activities will be contacted by the school administrator and counselor during the week of May 11-15. Please reach out for guidance and help as you move forward in completing your graduation requirements. Counselor or College and Career Specialist contact information is available on your school's website or at [www.fwps.org/ccr](http://www.fwps.org/ccr).*

### End of the Year Items

**Locker Clean Out:** Retrieve items from school lockers, and a date and time will be assigned and communicated to seniors.

**Transcripts and Diploma:** High School Graduation Packets that include each scholar's high school diploma and three copies of an official transcript will be distributed in July and a date and time will be assigned and communicated to seniors.

|                                     |  |  |
|-------------------------------------|--|--|
| <b>Decatur High School</b>          | <i>Joanna Villa</i>                                | <a href="mailto:jvilla@fwps.org">jvilla@fwps.org</a>   |
| <b>Federal Way High School</b>      | <i>Jacki Racus</i>                                 | <a href="mailto:jracus@fwps.org">jracus@fwps.org</a>   |
| <b>Thomas Jefferson High School</b> | <i>Tama Warrior</i>                                | <a href="mailto:twarrior@fwps.org">twarrior@fwps.org</a>   |
| <b>Todd Beamer High School</b>      | <i>Evelyn Hunley</i>                               | <a href="mailto:ehunly@fwps.org">ehunly@fwps.org</a>   |
| <b>Open Doors High School</b>       | <i>Rachel Labranch</i>                             | <a href="mailto:rlabranc@fwps.org">rlabranc@fwps.org</a>   |
| <b>Career Academy High School</b>   | <i>Lisa DeLuca</i>                                 | <a href="mailto:ldeluca@fwps.org">ldeluca@fwps.org</a>   |
| <b>TAF@Saghalie High School</b>     | Elizabeth Benitez<br>Maritza Vargas<br>Juli Ciotta | <a href="mailto:ebenitez@fwps.org">ebenitez@fwps.org</a><br><a href="mailto:mvargasnunez@fwps.org">mvargasnunez@fwps.org</a><br><a href="mailto:jciotta@fwps.org">jciotta@fwps.org</a> |

**Fees and Fines:** Turn in all items to school that have been checked out. Items to return include computers, calculators, musical instruments, textbooks, library books and uniforms. A date and time will be assigned and communicated to seniors. More information related to Fees and Fines will be coming soon.