



# Class of 2025 GRADUATION INFORMATION

Commencement Ceremony Guidelines





# Dear Graduates:

The Glenbard West staff is looking forward to recognizing the accomplishments of the Class of 2025. Your high school journey is nearing completion and the graduation ceremony is the perfect opportunity to honor the hard work, relationships and positive memories you've built while at Glenbard West. As we look forward to this year's culminating activities, we will maintain our expectations for serious work and proper behavior through the last day of student attendance. There have been unfortunate times when a graduating senior used poor judgment during these last days in high school and engaged in campus vandalism or improper conduct. Please realize that such behavior could jeopardize that student's participation in the commencement ceremony and/or result in more serious consequences. Remember to Exit with Pride! Please contact me with any questions or concerns. Peter-Baker, Assistant Principal (630)942-7461.



# Important Dates



## **Mandatory Senior Meeting**

April 07

All Seniors report to Auditorium during Glenbard Hour (9:34AM). Seniors will receive important graduation and end-of-year details.

## **All Graduation Forms Due**

April 25

## **Complete Senior Survey**

May 02

All seniors must complete their Senior Survey by May 2nd (to be included in school newspaper) or May 16th (to be in senior celebration video and satisfy your graduation requirement).

## **Senior Honors Convocation**

May 06

Auditorium at 7:30 PM

## **All Financial Obligations Due**

May 07

This includes iPad, School Fees, Library Fees, Athletic Fees & Lunch Fees

## **Cap & Gown Pick-Up**

May 16

On May 16, 2025 during Glenbard Hour, all Seniors will be required to report to Biester Gymnasium to receive their Cap and Gown.

## **Senior Last Day**

May 16

Seniors will be dismissed at 3:00pm. All Seniors (except athletes in season) will be expected to leave campus and not return until graduation rehearsal on May 20th.

## **Graduation Practice/ Senior Picnic** May 20

All participants need to report to the Field House by **10:00 AM**. Participants will receive their seating assignment and practice the ceremony. Afterwards, the entire Senior class will take part in sharing memories, celebrating and enjoying delicious food at the Senior Picnic. The picnic starts at 12:00 PM and ends by 2:00 PM. **Upon exit, graduates will receive their commencement tickets for family members.**

## **Commencement Day**

May 22

All participants need to report to the Field House by **5:00 PM**. Participants should wear dress attire and shoes. Those who arrive in inappropriate attire will be asked to change or NOT march in the ceremony.

# Commencement Expectations:

## Seniors-

- Attend Senior Meeting on April 7th
- Remind family to complete commencement participation form by April 25.
- Continue working hard and attending school.
- May 20 report for Graduation Rehearsal at 10:00 am sharp.
- May 22 report for Commencement Ceremony at 5:00pm.
- Wear dress attire/shoes to Commencement.
- DO NOT decorate your cap and/or gown in any manner.
- Students who arrive in inappropriate attire, will be asked to change or NOT march in the processional.
- Respect your accomplishment and your classmates as well by not drawing attention away from the event.

## Family-

- [Complete Commencement Participation Form](#) by April 25.
- [Complete Extra Ticket Form](#) (if necessary) by April 25.
- Arrive early to the ceremony- gates will open at 4:30 p.m.  
No guests will be admitted onto Duchon after 6:00 pm.
- Avoid bringing umbrellas or balloons in bleachers.
- No saving of seats (first come, first serve basis).
- Hold your applause until all names have been read. We want everyone to hear each graduate's name announced.



# ADDITIONAL INFORMATION

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iPads	Seniors need to complete an iPad Buyout or return their iPad to the Help Desk by May 7th. If you've rented for four years there is NO buyout.
Library	Seniors need to return all rented library books May 7th.
Commencement Tickets	Seniors must have all financial and academic obligations resolved to receive their commencement tickets. These will be distributed after graduation rehearsal on May 20th. Each graduating senior will receive four (4) tickets for the ceremony. Students may request up to two (2) additional tickets by completing the <u>Complete Extra Ticket Form</u> by April 25th.
Caps & Gowns	Caps & Gowns will be distributed during Glenbard Hour on May 16th. If you have not yet ordered a cap and gown, contact Herff Jones immediately at (815) 756-4743 or visit <a href="http://www.highschool.herffjones.com">www.highschool.herffjones.com</a> .
Commencement Video	Communication Resource Management will be providing a Digital Download of the Commencement Video for all interested parties. To order your Digital Download please visit: <a href="http://mygraduationvideo.com/">http://mygraduationvideo.com/</a>
Grad Pictures	Gradimages is the official photographer for the Commencement Ceremony. Each graduate will be photographed and the proofs will be available for viewing soon after the event at <a href="http://www.gradimages.com">www.gradimages.com</a> .
Livestream Link	<u><a href="#">The ceremony can be seen live using THIS LINK</a></u>
Rain Date	Friday, May 23rd at 6:00 PM is the rain date for the ceremony. If there is inclement weather, the ceremony will be moved inside. In this instance, only the four (4) original tickets can be used for the indoor ceremony.