

ADMINISTRATION
DANIEL J. RIORDAN, Ed.D.
Superintendent

RAYMOND P. NEGRETE
*Assistant Superintendent
for Business & Finance*

TIMOTHY J. SMITH
*Assistant Superintendent
for Facilities & Operations*



REAVIS HIGH SCHOOL
District NO. 220

6034 West 77th Street • Burbank, Illinois 60459-3199
Phone: 708•599•7200 • Fax: 708•599•8751



BOARD OF EDUCATION

MARY ANN COOK
President

J.R. HIGGINS
Vice President

RUSSELL MCKINLEY
Secretary

TED ARNOLD

GERARDO AYALA

ANDREA CREGER

LINDA O'DOWD

March 24, 2016

Dear 2016 Graduate and Parents:

The Class of 2016 Commencement Ceremony will be held in the Main Gym on Saturday, May 21, 2016, at 10:00 a.m. Graduating seniors are to meet in the Multi-Purpose Room on that day at 9:00 a.m. Students will receive graduation tickets at the graduation practice held on Friday, May 20, 2016.

Graduates will receive four (4) tickets for the graduation ceremony in the Main Gym. In addition, arrangements have been made for our Communications Club to simultaneously broadcast the graduation ceremony in the Grossman Auditorium. As a result of these arrangements, we will supply our graduates with three (3) additional tickets for seating in the Auditorium. This has worked wonderfully in past years, especially for senior citizens and small children, and we are sure your guests will be pleased.

Please remember to share the following procedures and guidelines with your graduation guests. They will be enforced for your comfort and safety:

- No one will be admitted late once the procession begins. Please allow ample time for parking.
- No one will be admitted into the ceremony without a ticket. This includes children.
- No one will be readmitted if they leave in the middle of the ceremony.
- Special seating will be provided only for the disabled.
- Aisles must be kept open; exits must remain clear.
- **A-LOP** seating will be on the North side of the bleachers.
LOR-Z seating will be on the South side of the bleachers.
- Video cameras will not be allowed on the floor. You may videotape from your seat.
Tripods will NOT be allowed in the gym.
- Strollers will NOT be allowed in the gym. We encourage small children to be seated in the Auditorium.
- If you are bringing flowers and/or balloons for your graduate to the ceremony, please remember to check them at the ENTRANCE. You will be able to pick them up immediately after the ceremony.

For your benefit, we have made arrangements with Visual Image Photography, Inc. (VIP) to have a professional photographer take a picture of every graduate when he/she receives a diploma. VIP will mail a postcard to all families with online proofs and ordering information after graduation. We feel this service will enable all parents to have a picture of their graduate while providing a dignified atmosphere. Parents are encouraged to relax in their seats and limit their personal picture taking to before or after the presentation of diplomas. As an extra service, we have also made arrangements with Zaker Video Productions to record this year's graduation ceremony. Information about the cost of this service is included with this letter.

Please read the enclosed graduation sheet that accompanies this letter. It contains additional information that you should find helpful. If you have any questions, feel free to contact me at 599-7200, ext. 298. In closing, I congratulate you and your family on this wonderful occasion and extend my best wishes for a bright and successful future.

Sincerely,

Thomas Witting
Director of Fine Arts & Student Activities



CLASS OF 2016



The following information should help you plan effectively for your graduation:

Friday, May 13, 2016 - LAST DAY FOR SENIORS

Thursday, May 19, 2016 - SENIOR CHECK OUT DAY - Auditorium

Students whose last name begins with **A - LOP** (8:00 a.m. to 9:15 a.m.)

Students whose last name begins with **LOR- Z** (9:15 a.m. to 10:30 a.m.)

Attendance is mandatory.

PLEASE NOTE: There will be a \$25 charge for ANY Senior that does NOT attend Senior Check Out.

Senior Check Out includes graduation certification by your counselor and payment of outstanding fees and library fines (CASH ONLY). This is also the ONLY TIME you may pick up your cap and gown.

Friday, May 20, 2016 - GRADUATION REHEARSAL - Main Gym

(8:00 a.m. - 11:00 a.m.)

Attendance is mandatory for all graduating seniors who wish to participate in the ceremony. If you do not wish to participate, you may pick up your diploma in the Guidance Office on Tuesday, May 24th.

At the rehearsal, you will receive your tickets and final information about the graduation ceremony. **Graduates will be given FOUR (4) TICKETS for the Main Gym and THREE (3) for the Auditorium for the video simulcast. No one will be admitted without a ticket - even small children need a ticket.**

A group panoramic picture of the Class of 2016 will be taken at 8:00 a.m. **sharp** prior to the rehearsal.

Saturday, May 21, 2016 - GRADUATION DAY - Main Gym

(10:00 a.m.)

Graduating seniors are to meet in the Multi-Purpose Room at 9:00 a.m. **sharp!** Graduates should park in the Drivers Ed Range and enter the school at the Patio. Graduates will be expected to dress appropriately for this very important day in their lives. **NO SOCKS, NO SHIRT, NO DIPLOMA! Shorts are inappropriate and not allowed.**

You may pick up your group picture in the Multi-Purpose Room after the Commencement Ceremony. The cost is \$20.00 for a laminated photograph.

VIP Visual Imaging Photography, Inc. will be taking photos as each graduate receives his/her diploma. You will be receiving information in the mail from VIP regarding this service.

C O N G R A T U L A T I O N S ! ! !

If you have any questions about the graduation process, please call Mr. Witting in the **Office of Special Programs, ext. 298.**

GRADUATION DVD

We are pleased to announce that we will be professionally video taping the *Class of 2016 Graduation Ceremony*. This commemorative DVD will allow you to relive your special day for years to come. The entire ceremony will be recorded, and each graduate will be shown receiving a diploma.

Order online at www.zakervideo.com



Order Today!!!

If you prefer to pay by check or money order, please use the following form, and mail it to the address listed at the bottom of form.

(2016)

Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Name of School: _____

Quantity

_____ DVD x \$29.00 = _____

Shipping and Handling = \$6.00

Total = _____

**** Mail to: Zaker Video Productions, Inc. - PO Box 155, Orland Park, IL 60462 ****

**** Make checks payable to: Zaker Video Productions, Inc. ****

IMPORTANT - SAVE THIS SECTION FOR YOUR RECORDS

For customer service, call **708-423-8418**, or E-mail: customercare@zakervideo.com

Please allow 4 - 6 weeks for delivery