



April 29, 2024

Dear Parents/Guardians of DCHS Seniors:

Congratulations! In a few short weeks, the excitement of the end of the school year and graduation will be upon us. We are all working hard to continue to encourage seniors to stay focused and to complete all necessary requirements for graduation. This letter is to keep you updated on those requirements and all the upcoming events.

Counselors have been in contact with seniors who are at risk of not graduating, but I wanted to remind everyone of the requirements that must be met. Each student must:

- have at least 32 credits and pass **all required courses**.
- complete any past/current service hour requirements.
- complete any past incomplete online guidance requirements.
- submit evidence of CPR course completion.
- pay all tuition, fees, and fines by May 17th.
- resolve all discipline violation consequences through the Attendance Office.

Monday, May 13th, is the **Senior Day of Reflection**. The Senior Day of Reflection will be held during the school day for the Class of 2024 and will end at approximately 12:30; seniors will be released early that day. All seniors will report to their first-period class for attendance purposes only, and then will spend the rest of the time together. Seniors will be served brunch that morning.

Senior final exams will be held on Thursday, May 16th - 2nd, 4th, 6th, and 8th periods (during normal class times) and Friday, May 17th - 1st, 3rd, 5th, and 7th periods (during normal class times). Seniors who qualify to exempt a final need not be in the building during that class period. Exemption lists will be posted in classrooms the week before. Students exempting a final must return a parent-signed exemption form to the teacher(s) of the class(es) they're exempting (by May 15th). **All seniors will be allowed to have open campus lunch (from 12:43-1:08pm) during the two days of finals and will not be required to attend PRIME Time.** Any student not eating lunch in the cafeteria, attending PRIME Time, and/or who is exempt from finals will be asked to work quietly in the Media Center or leave the school grounds so as not to distract classes. All textbooks, Chromebooks with cases, and chargers must be returned in good condition to the Media Center by May 17th. Parents will be billed for any missing/damaged items and diplomas will be held until payment is received.

On Friday, May 17th, lunch cash balances from seniors who have DCHS siblings will be transferred to the next oldest sibling (attending DCHS this school year). If a senior has no younger 2023-24 DCHS siblings and all textbooks and Chromebooks are turned in and any fines paid, then any remaining balance will be returned in the month of June with a check sent home. Parents, please turn off the "auto-replenish" feature in My School Bucks by May 1st for your senior student. If you would like to designate that a balance of \$15.00 or less be donated to Christmas baskets, please email mryan@dowlingcatholic.org and Molly Ryan, the Food Service Director, will take care of that for you.

Seniors will need to begin planning to transition from their DCHS school email into a **personal email account**. All senior dowlingcatholic.org emails, along with their respective Google documents, will be disabled on Friday, June 21st. Any files stored on your DCHS G: drive must be removed by the end of May.

Graduation caps and gowns will be distributed at the end of the Senior Day of Reflection on Monday, May 13th. Gowns should be hung up right away to release the wrinkles from being packaged. Graduates will keep their caps, gowns, tassels, and medallions after the ceremony. Graduation cords will also be distributed on this day to

National Honor Society members (gold cord) and Service Cord recipients (white cord). Please check the list of service cord recipients located at <https://tinyurl.com/DCServiceCord24>. If your student is not on the list but should be, please have your student contact Mr. Clark right away. Cords for the Top 3% of the class (silver shoulder cord) will be distributed at graduation practice, after semester two grades are calculated. Cords may be purchased for \$10 each before the ceremony at <https://tinyurl.com/DCHS24GradCords>, otherwise, they must be returned as students exit the ceremony. Please note that graduates may only wear these three DCHS graduation cords at the ceremony. Outside honor cords **may not be worn**. Additionally, graduation caps must be worn as is and **may not be decorated**. Each graduate will also wear the 2024 graduation medallion at the ceremony. Aquinas Key recipients will wear their Key on the right side of their medallion ribbon for graduation.

Also, by May 13th, students will be asked to complete their senior exit survey indicating where they want their **final transcript(s)** sent. There is no charge for sending final transcripts. Final transcripts will be sent electronically to colleges in mid-June. Please note, the DCHS transcript is not considered a college transcript for students who enrolled in dual credit courses through DMACC or St. Louis University. Mrs. Koppes will send out directions for requesting college transcripts in MaiaLearning later. For any students who have signed up with the NCAA or NAIA Eligibility Centers, final transcripts will also be sent following graduation. Parents will receive a final transcript and their student's original immunization card in the mail following graduation.

The Class of 2024 **Baccalaureate Mass** will be held at St. Francis of Assisi Church in West Des Moines on Thursday, May 23rd, at 7:30 pm. The doors will open at 6:45 pm. Graduates must report by 7:15 pm. Due to limited seating capacity at the church, we ask that Baccalaureate attendance be reserved for graduates and their parents/guardians. A **livestream** of the event will be available, and details will be emailed out the week before. Please help us by reminding students that this is a church event for which they should be dressed appropriately.

All senior graduates must report to the Drake University Knapp Center for **graduation practice** on Friday, May 24th, at noon. This rehearsal is mandatory, as we will review all aspects of the ceremony. After attending graduation practice, your student will be able to tell you on which side of the facility he/she will sit.

The 2024 Dowling Catholic **Graduation** ceremony will be held at the Drake University Knapp Center on Friday, May 24th, at 7:30 pm. The doors will open at 6:00 pm. There are no tickets and no limit to the number of attendees. There is ramp access on the front side of the Knapp Center and accessible seating will be available on the upper West side of the facility. Graduating seniors must report to the Bell Center (attached to the Knapp Center) by 6:45 pm. To get to the Bell Center, graduates should enter the Knapp Center and proceed down the long hallway located at the northwest end of the Knapp Center. Only graduates and staff members will be allowed in the Bell Center. Once again, this is a dressy event and students should be dressed appropriately (no shorts or tennis shoes). No noise makers, helium balloons, or flowers in vases will be allowed in the Knapp Center. The Grad Team will be photographing the ceremony and will notify families once the proofs are available for purchase. For any family members or friends who are unable to attend graduation, a **livestream** of the ceremony will be available. Details will be emailed out beforehand.

I look forward to celebrating the culmination of your student's high school career with you. Please let me know if you have any general questions. Graduation requirement questions should be directed to your student's counselor.

Sincerely,



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