

WOODLAND SCHOOL

110 Long Hill Drive
East Hartford, CT 06108
860-622-5900
860-622-5901

Dear Parents/Guardians,

On behalf of the Woodland School community, congratulations on the graduation of your child! This is an exciting time for everyone! Graduation marks a wonderful achievement. As such, it is a public announcement that those who are receiving an East Hartford Diploma have earned the recognition due to a high school graduate.

GRADUATION:

Graduation for the Woodland School Class of 2021 will be held on **Friday, May 28, 2021 at 11 am in the Woodland Courtyard**. We expect for the ceremony to last 60 to 90 minutes. Families, please be prepared to handle light rain conditions. Please bring your own umbrellas and rain gear as they will not be provided by the school.

ALTERNATE RAIN DATE:

In the event of significant rain, the alternate rain date for graduation will be on **Wednesday June 2, 2021 at 11 am in the Woodland Courtyard**.

TICKETS:

Each graduate will receive **two (2) graduation tickets** for their guests. Tickets are strictly limited due to Covid Safety Protocols. Students will pick up tickets with cap and gown on Laptop drop off day, **Monday, May 24, 2021. No entry into the ceremony without a ticket.** Should you have questions, please contact Guidance Counselor, Megan Spiesman.

LAPTOP DROP-OFF/CAP, GOWN & TICKET PICKUP:

Laptop drop-off is scheduled for **Monday, May 24, 2021 from 8 am - 2 pm. Devices must be turned in to school in order to receive a Cap & Gown and graduation tickets.**

**** NO senior will be issued a Cap & Gown or a diploma until all accountability obligations are taken care of and paid in full for all computer equipment issued during the school year.**

GRADUATION DAY:

- **Graduation Practice**
 - **All graduates are required to report to the gymnasium at 9:15 am on Friday, May 28, 2021.**
- **Graduation Ceremony**
 - **Guests are asked to arrive and be seated just prior to the ceremony. Graduation Ceremony begins promptly at 11 am.**
- **Parking** is available in the parking lot on the side of the school. Please be cautious as to avoid blocking any driveways in the neighborhood of the school.
- **Expectations**
 - All in attendance must adhere to the following expectations including treating all speakers with respect, dressing appropriately (gowns closed during the ceremony), graduates are not permitted to bring additional items to the ceremony including balloons, horns, bubbles, beach balls, etc.
 - Please partner with us to ensure that during this memorable event, graduates conduct themselves with the utmost dignity.
 - **School Administration reserves the right to remove participants from the ceremony for failure to follow the rules.**
- The event will be **streamed via Facebook LIVE!** Visit the website for more details.

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SAFETY PROTOCOLS:

- **Students, family members and Staff are expected to follow COVID guidelines in alignment with Connecticut Department of Health expectations: mask-wearing, sanitization, and social distance.**
- **Time celebrating as a family must be done on your own and not on Woodland school grounds. There will be no congregating within the Woodland Courtyard for pictures or celebrating.**

DIPLOMAS will be available to *graduates for pick up mid-June. Please contact the Woodland office at 860-622-5900 on or after Monday, June 14, 2021 for updated information.*

Thank you in advance for your cooperation. We look forward to participating in this special moment with you.

John Fote, Principal
Woodland School
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<https://www.easthartford.org/>