

Dear CB West Senior Students and Parents,

As we look forward to honoring our graduates in a few short weeks, we are excited to announce that CB West's Caps and Gowns will be distributed on Wednesday, May 20<sup>th</sup>. We have greatly appreciated your patience as we navigated the planning of end-of-year senior events over the past few weeks. We ask for your continued patience and understanding as we distribute Caps and Gowns.

Please see below for detailed information on Cap and Gown distribution.

Either the student or parent must come to pick up the Cap and Gown, but only one car per family is permitted. A friend may not pick up a Cap and Gown for another student. When you arrive, please remain in your car, and provide the staff member with your full name. The staff member will then give you your Cap and Gown.

You will also be given a student name/parking placard which will be used for graduation filming during the week of May 26<sup>th</sup>. **This placard will contain important detailed information, so please make sure you keep it in a safe place.** We ask that you place this placard on the dashboard of your vehicle on the date and time you are assigned to report to CB West for filming. Footage of each student crossing the stage in cap and gown will be filmed while immediate family members are present. Each individual student's name will be read by the administration at that time. More detailed information will be provided to you in a follow up correspondence prior to the filming about the logistics of that event.

For Cap and Gown distribution, on May 20<sup>th</sup>, please report to the assigned parking lot at the designated block of time below.

Students with last name beginning with A – K, please go to the Main Faculty Parking Lot, located adjacent to the “Bubble Entrance”, to pick up your Cap and Gown.

LAST NAME	PARKING LOT	TIME
A - Care	Main Lot	8:00-9:00
Caro - Dob	Main Lot	9:00-10:00
Don - Han	Main Lot	10:00-11:00
Harb - K	Main Lot	11:00-12:00

Students with the last name beginning with L – Z, please go to the Junior Parking Lot, located off MacFarlane Lane, to pick up your Cap and Gown.

LAST NAME	PARKING LOT	TIME
L - Me	Junior Lot	8:00-9:00
Mi - Pic	Junior Lot	9:00-10:00
Pie - Smi	Junior Lot	10:00-11:00
Smu - Z	Junior Lot	11:00-12:00

The make-up date for students who cannot pick up their Cap and Gown on the assigned date and time above is May 21<sup>st</sup> from 8:00 – 10:00 in the Main Faculty Parking Lot.

Once again, we appreciate your patience and understanding as we distribute Caps and Gowns in a manner that is safe for all involved. We look forward to seeing all of you on May 20<sup>th</sup>!

West Proud,

Timothy P. Donovan

Principal