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Dear Parents/Guardians/Students of the Class of 2020:

We sincerely hope that this message finds you healthy and safe. We realize that this is not the ending you dreamed of when you started your freshman year four short years ago. Who could have, or would have, predicted that we would be organizing virtual events to celebrate you as we close in on the end of your senior year?

I want you to know that we care about you and have been working diligently for the past few weeks to organize some memorable opportunities to celebrate you. Perhaps the most important of these events is graduation. As you already know, we are organizing both a virtual graduation and have scheduled dates for an in-person ceremony should our current social distancing guidelines be rescinded or modified. While our preference would be to celebrate with you in-person, we also want to provide a virtual ceremony for you at the date and time that we had originally planned. This virtual ceremony will take place on Thursday, May 14 at 6:00 p.m. Additional information on how to access this virtual ceremony will be sent early next week. In order to prepare for this event, we want to offer you the opportunity to pick-up your cap and gown.

In collaboration with Jostens (the company that provides the caps and gowns), we have scheduled our drive-thru pick up for caps and gowns on Monday, May 4, 2020 from 8:30 a.m. until 1:30 p.m. In order to ease congestion and allow us to maintain social distancing guidelines, each student or parent should plan to arrive at their designated time listed below.

8:30 a.m. - 9:30 a.m.	Last Name A - C
9:30 a.m. - 10:30 a.m.	Last Name D - I
10:30 a.m. - 11:30 a.m.	Last Name J - M
11:30 a.m. - 12:30 p.m.	Last Name N - R
12:30 p.m. - 1:30 p.m.	Last Name S - Z

Students should enter the main entrance of the parking lot and follow the traffic flow pattern shown in this diagram: [Cap & Gown Pick-up Traffic Map](#). The actual distribution will take place behind the school building, and is designated by the star on the map. Please be aware that all students and parents need to remain in their vehicle the entire time. We are also asking you to do the following:

- *Remain in your vehicle at all times.*
- *Prepare a sign with the graduate's first and last name. You will need to display this in the front passenger window when you arrive at the distribution table.*

- *Staff will place the cap and gown in your car using the passenger rear window. Please also roll this window down when you arrive at the distribution table.*

Following these guidelines will ensure safety for both you and our staff. The health and safety of all involved is a priority, and HEHS staff members will follow CDC protocols, wearing gloves, face masks and practice social-distancing measures.

We also realize that Seniors may have personal items remaining in the building, and/or need to return iPads that they are not purchasing, instruments, textbooks, library books, and athletic uniforms. We will arrange for seniors to gather their belongings and collect these items during the week of May 18. If seniors are taking AP exams and want to keep their iPad until those exams are complete, we will also offer options for them to return their iPad to the school in early June. Right now, our focus is on your graduation; however, we encourage you to purchase your iPad if possible, as it will allow you to continue to be able learn remotely should that be necessary depending on future plans.

As we collectively look forward to the end of the school year, this is the time we would like to celebrate the many accomplishments of the Class of 2020, including Honors Convocation and Academic Scholars recognition, our traditional end-of-the-year assembly, and, new this year: a Senior Parade. More information will be coming soon about how to participate in these events.

In order for us to honor Seniors and their families during the next few weeks, we need you to ensure that you have done the following:

1. **ALL SENIORS** must complete the graduation name pronunciation procedures. Please do this today using this link: [Graduation Name Pronunciation](#). More information and instructions can be found here: [Graduation Name Instructions](#). *The deadline is Friday, May 1.*
2. [Voices of the Graduates Survey](#). We want to hear your thoughts and perspectives on your experience at Hoffman Estates High School. Please complete the Class of 2020: Voices of the Graduates survey. Tell us about your fondest memories, favorite teachers, and your reflections on your senior year.

Sincerely,

Josh Schumacher
Principal

You received this electronic communication because you provided your email address to High School District 211. Changes or updates to your email address can be made

using [Infinite Campus](#). If you have questions regarding any of the information contained within this email, please call the high school for assistance with your concern.

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