

October, 19, 2011

Dear Graduate:

Congratulations! You are about to become a graduate of the Charles A. Jones Career & Education Center. This is a very exciting time for you and your family to share in your accomplishments. We look forward to seeing you walk across the stage in your beautiful blue cap and gown. Your graduation ceremony has been scheduled for Saturday, November 19, 2011 beginning at 10:00 am.

This letter will provide you with information regarding your cap, tassel, gown, and tickets. Please note that there are two scheduled dates for you to pick up these items, as shown below:

Day/Date	Time	Location	Cost	Notes
Tuesday, November 15, 2011	3:30 pm To 6:00 pm	Staff Lounge	\$30.00 Cash Only (Please bring <i>exact</i> cash)	Bring Picture ID – only the <i>graduate</i> may pick up their caps, gowns, tassels, and tickets.
Wednesday, November 16, 2011	9:00 am-12:00 pm and 1:00 pm- 5:00 pm	Front Office	\$30.00 Cash Only (Please bring <i>exact</i> cash)	Bring Picture ID – only the <i>graduate</i> may pick up their caps, gowns, tassels, and tickets.

There will be a brief opportunity to purchase a last minute cap, gown, and tassel between 9:00am-9:30am on the day of graduation in the front office. But don't wait until then or you could miss out.

Tickets:

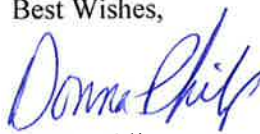
- * Admittance to graduation will be by ticket ONLY.
- * Graduates themselves do not need a ticket.
- * Each graduate will be issued six (6) tickets.
- * Children over the age of two will require a ticket.
- * Only two extra tickets per family will be issued at the end of the day on **Wednesday, November 16, 2011** in the front office (if any additional tickets are available).

Cap/Gown/Tassel:

- * All sales are final, **NO REFUNDS**.
- * Cap, gown, and tassel become the property of the graduate at time of purchase.
- * Bring a **government issued photo ID** (i.e. California ID or driver's license).
- * Sales are \$30 in ***exact*** cash only **(NO checks, ATMs, or credit cards will be accepted)**.

On the day of graduation, please proceed directly to the rotunda on the second level of the main building. We're looking forward to see you celebrate your success!

Best Wishes,



Donna Philp,
Coordinator III