February 11, 2015

Dear IMSA Senior Parents and Guardians:

The graduation day for the Class of 2015 is in sight and rapidly approaching. It is time to start our preparation. Please carefully read through the material below regarding IMSA’s 2015 Commencement Activities. Starting now and working through this process, May 30th will be a stress free and proud moment to remember.

SENIOR BANQUET
The PAC (Parents’ Association Council) organizes the annual ‘senior banquet’ so that graduates, their families, friends, and the larger IMSA community can celebrate as a group. It will be held on Friday evening, May 29th at the Sheraton Lisle, 3000 Warrenville Road, Lisle, IL. Hotel reservations can be made by calling them directly at (630) 577-6000. Be sure to mention you are a guest at the IMSA Senior Banquet to take advantage of their reduced rates. For further information regarding the banquet, please contact the Senior Banquet Chair: Shahana Qureshi – shahana.qureshi89@gmail.com, or one of the Co-Chairs, Reta Jankowski – retajankoski@gmail.com, or Peng Yu – yu website@yahoo.com

CEREMONY AND TICKETS
The Graduation Ceremony is scheduled for 10:00 am on Saturday, May 30, 2015 at the Paramount Theatre in Aurora, Illinois - http://www.paramountarts.com/aboutdirections.php. Parents and guardians must complete the attached ticket request form to reserve tickets for the ceremony. The completed form must be returned to the Principal’s Office by March 9th. As in the past, availability of additional tickets will be limited. Therefore, if you will not be using eight tickets, your unused tickets will be dispersed to those families requesting more than eight. Tickets will be mailed during the week of May 11th to each student’s home address listed in PowerSchool.

SENIOR CLASS PICTURE
We have also arranged for a professional photographer to take a composite class picture on May 29th. The picture will be taken immediately following graduation rehearsal in front of the double grand staircase in the lobby of the Paramount Theatre. The cost of an 8” x 10” color picture of the Class of 2015 is $16.00. Please indicate on the order form the number of class picture(s) you would like to order.

GRADUATION CEREMONY VIDEOTAPE
A video recording of the entire ceremony will be produced by IMSA staff. The cost of the DVD, including mailing to your home address will be $15.00. If you would like to order a DVD(s), please indicate so on the order form, and return it to the Principal’s Office with the payment by March 9th, 2015.

CAPS AND GOWNS
Caps and gowns have been ordered. If you are not sure that your order has been placed, please contact Herff Jones, 815/756-4743 or custserv@herffjonesil.com. The cap and gown color is Admiral Navy Blue. Seniors will pick up their caps and gowns the later part of May.

GRADUATION ANNOUNCEMENTS
Students who ordered Graduation Announcements should receive them from Herff Jones in early April. Any extra announcements will be sold on a first come, first serve basis, from the Principal’s Office.

INDIVIDUAL PICTURES
We have arranged with GradImages® to have professional photographers take a picture of every graduate the moment he/she receives their diploma. The proofs of these photos will be in color, and mailed free of charge to every student's home within a week after graduation. The proofs will also be e-mailed 2 to 3 days after the ceremony to every graduate that we have an e-mail address for, and can be viewed at https://www.gradimages.com/

Enlargements will be available to you at a reasonable cost; arrangements are made directly through GradImages®. We feel that this service will enable parents and students to have pictures of graduation
while maintaining a dignified atmosphere for the ceremony. Parents are asked to relax, remain in their seats, and limit their personal picture taking to after the ceremony. *PLEASE NOTE: FLASH PHOTOGRAPHY IS NOT PERMITTED IN THE PARAMOUNT THEATRE*.

**GRADUATION ATTIRE**

Parents have requested advance notice regarding proper attire for seniors participating in the Graduation Ceremony. Men are expected to wear a white dress shirt, a necktie of dark color, dark solid socks, dark dress pants, and shined, dark dress shoes. The temperature on the stage of the Paramount can be warm. Therefore, we recommend that coats or jackets not be worn under the robe. Women graduates are expected to choose a dress or skirt and blouse suitable to wear under the graduation robe. Low heels are recommended because the steps leading to the stage are very steep. To maintain the uniformity of the graduation attire, students may not wear or carry flowers during the ceremony.

**RECEPTION**

We anticipate the Graduation Ceremony will conclude by approximately 11:30 am. A reception for all graduates and their guests will be held at the Academy from 12:00 noon – 2:00 pm. Assorted finger sandwiches, fresh vegetables with dip, cake, and punch will be served. **Gowns must be returned to IMSA by 1:00 pm, May 30th – a table will be set up outside of the CAC office.**

**LODGING**

Listed below are phone numbers of area hotels for any families that need to secure overnight accommodations for the weekend of graduation. Call them directly for reservations and mention that you are an IMSA parent.

- Candlewood Suites, 2625 W. Sullivan Rd., Aurora (630) 907-9977
- Hampton Inn, 2423 Bushwood Dr., Aurora (630) 907-2600
- Holiday Inn, 2424 Sullivan Road, Aurora (630) 869-0898
- Comfort Suites, 111 N. Broadway, Aurora (630) 896-2800

We will have more information in the coming weeks regarding the ceremony and other related graduation activities. Please share this information with your son/daughter. If you have any questions regarding graduation, please contact Colleen Geihm at (630) 907-5857, or via e-mail (cgeihm@imsa.edu).

Sincerely,

Branson D. Lawrence, Jr.
Principal