

The Education Alliance
2012 North West Arkansas Home School Graduation

White Auditorium North West Arkansas Community College, Bentonville, AR

Graduation Ceremony: Friday, June 1, 2012, 6:00 p.m.
Mandatory Rehearsal: Friday, June 1, 2012, 3:00-4:00 p.m.

This packet contains a lot of instructions and information.

Please use the following checklist to make sure you have sent all of the required material to The Education Alliance by the appropriate deadlines! Thank you for your compliance!

	DEADLINE	COMPLETED
1. <u>MANDATORY</u> ITEMS:		
Early Bird Registration Form & Payment	February 15	<input type="checkbox"/>
OR	OR	OR
Registration Form & Payment	April 13	<input type="checkbox"/>
Transcript	April 27	<input type="checkbox"/>
3 Photos of Graduate	April 27	<input type="checkbox"/>
Biographical Information Sheet	April 27	<input type="checkbox"/>
Copy of Current Year's Notice of Intent	April 27	<input type="checkbox"/>
2. <u>OPTIONAL</u> ITEMS:		
Extra Tassel(s) ordered and paid for	April 27	<input type="checkbox"/>
Honor Graduate Cords ordered and paid for	April 27	<input type="checkbox"/>
Honor Graduate Information submitted	April 27	<input type="checkbox"/>
Graduate Speeches/Invocation/Benediction Or Musical Performances submitted	April 27	<input type="checkbox"/>
Verse/Inspirational Quote selected and submitted	April 27	<input type="checkbox"/>
Community Service Award Application	April 27	<input type="checkbox"/>
Photos of Graduate submitted	April 27	<input type="checkbox"/>
DVD order submitted	Rehearsal	<input type="checkbox"/>

Questions?

Contact The Education Alliance at.....

Mailing Address:	414 S. Pulaski Street, Suite 9, Little Rock, AR 72201
Phone:	501-978-5503
Fax:	501-375-7040
Email:	info@arkansashomeschool.org
PHOTOS <u>ONLY</u> :	arkansashomeschool@gmail.com

2012 North West Arkansas Home School Graduation Information Packet

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I. PRE-GRADUATION REQUIREMENTS AND PREPARATION

a. GRADUATE PARTICIPANT REQUIREMENTS:

In order to receive a diploma from The Education Alliance:

1. The student must be an Arkansas home school student and must be at least 16 years of age when they graduate, but not be older than 19 years of age at the beginning of the school year in which they graduate.
2. The graduate must be a current registered home school student and must provide a copy of their Notice of Intent to Home School along with all other required paperwork for graduation.
3. The graduate must have taken at least four courses within the last nine months as a home school student.
4. The student must have earned a minimum of *18 high school credits* (9th through 12th grade) in academic subjects. The credits must be high school courses not junior high courses.

If the graduate's parent believes that an exception needs to be made in their specific case, they must write out the reason(s) why and submit it to the steering committee. The steering committee will then determine whether or not an exception will be granted.

b. DIPLOMA:

Graduates will receive a diploma from The Education Alliance. They are 9" by 7" and come with a navy cover. They will be signed by the President of The Education Alliance. There will be a space on the diploma for the signature of the home school parent(s).

The Education Alliance only awards diplomas for students that are graduating within the current calendar year. The Education Alliance will not "back date" diplomas and award a diploma for work that was completed in prior years.

Based on extenuating circumstances, The Education Alliance, reserves the right to deny a diploma to any applicant.

See section titled "Graduate Participant Requirements", Ia., for specific requirements that must be met in order to receive a diploma from The Education Alliance. Please call The Education Alliance at 501-978-5503 if you have questions.

c. TRANSCRIPT:

The Education Alliance has received some questions from colleges and potential employers about our prior graduates and we need information in our files about each graduate's education. Therefore, each graduate must submit a transcript in order to receive a diploma.

If you do not have an official transcript, send us a list of all the courses that the graduate completed during each semester from 9th through 12th grade. Beside each class, list the letter grade that was earned each semester.

If you need an official transcript and would like for The Education Alliance to prepare one, please contact Melissa Savary at (501) 978-5503. We will NOT automatically prepare a transcript. If a transcript is needed, you must contact

Melissa and request that one be prepared. It takes a while to prepare the transcripts, so if you need one by a certain date be sure to get us the information well ahead of the deadline (allow 2 to 3 weeks) as well as mark clearly the specific date the transcript is needed by.

The transcript should reflect only 9th through 12th grade courses. (Some 9th grade courses like Algebra I may be taken in the 8th grade, but it is still a 9th grade course.) To be eligible to graduate, the student must have earned a minimum of *18 high school credits* (9th through 12th grade) in academic subjects. The credits must be high school courses not junior high courses.

Please be advised that just because the student has earned enough credits to graduate from high school, he or she may NOT have all of the credits needed to gain **unconditional admission** to a college or university. Also, the student may NOT have the necessary credits to obtain a scholarship or other financial aid.

To obtain unconditional admission to a state supported college or university in Arkansas the high school student must have earned the following credits:

English – Four units with emphasis on writing skills, not to include courses in oral communications, journalism, drama or debate.

Natural Science – Three units, with laboratories, chosen from Physical Science, Biology, Chemistry, or Physics. Only one unit may come from a Life Science.

Mathematics – Four units, including Algebra I and II, Geometry, and an advanced math course.

Social Studies – Three units, including one of American History (does not include Contemporary American History), one of World History (not to include World Cultures, World Geography, or Global Studies), and at least one-half unit of Civics or American Government not to include courses in practical arts.)

These requirements frequently change. Updated requirements can be found on the Department of Higher Education web site. See www.ArkansasHigherEd.com

Please check with the college or university where the student is interested in attending to determine their specific requirements for admission and/or for scholarships and financial aid. Also, please be aware that more scholarships and financial aid are available for students immediately after their high school graduation. Please check with the college or university where the student is interested in attending to determine whether it is advisable for the student to graduate early and wait a year before starting college.

Please submit the transcript to The Education Alliance by **April 27**. Students will **NOT** receive a diploma until a transcript is submitted to The Education Alliance as well as a copy of the current year's Notice of Intent to Home School form. If the graduate has not completed his/her work for the spring semester, include a list of the classes that are currently being taken and indicate that no final grade has been determined. Academic courses **MUST** be completed within the calendar year in which the diploma is requested. If you have questions, please call us at (501) 978-5503 or e-mail us at info@arkansashomeschool.org.

d. REGISTRATION AND FEE INFORMATION:

The Registration and Fee form is found in the back of this packet. This must be filled out completely and submitted to Education Alliance by the deadline stated. The form may be e-mailed or faxed, but your student is not considered “registered” until payment is received.

e. APPAREL:

Graduates will wear caps and gowns. The cost of the cap, gown and one tassel are included in the registration fee. The cap and gown are navy in color and are cloth, not paper or vinyl. The tassel is navy and old gold. These items will be given to the graduate to keep. The caps and gowns will be shipped by the U.S. Postal Service (priority mail) to each graduate approximately one month after the registration deadline.

Underneath the gown, boys are to wear a solid dress shirt with a tie, dark slacks (no jeans) and casual or dress shoes (no tennis shoes, flip flops, or sandals). Girls are to wear a dress or blouse and skirt with dress shoes (no tennis shoes or flip flops).

Additional tassels may be ordered for \$10 each and **will be distributed at the rehearsal.**

II. THE DAY OF GRADUATION AND CEREMONY INFORMATION

a. REHEARSAL:

Every graduate must attend rehearsal! This will be the **only** chance you will have to walk through the ceremony with the other graduates, so it is very important that you attend. The graduates will process in and out of the auditorium and it is important for each graduate to know who they follow, if they lead, where to sit, when to cross the stage, etc. **Rehearsal will begin at 3:00 p.m. in the White Auditorium at NorthWest Arkansas Community College. Please be on time.**

b. SEATING RESERVATIONS:

Seating is open to all on a first come, first serve basis. **The Education Alliance staff does not get involved in the reserving of seats.** However, we would like to offer some suggestions. Please recognize that parents of graduates would like to sit in the front sections closer to their graduate. If you have a large group attending, we ask that you be respectful, kind and considerate in your seating arrangements and consider splitting up your group by placing extended family and friends behind the front sections thus allowing space for all parents to sit near their graduate in the front. Thank you for your cooperation.

c. THE CEREMONY:

The graduation ceremony will begin at **6:00 p.m.** with a processional of the graduates. The length of the ceremony will depend on the number of graduates, but the goal is **no more than 2 hours**. The final program has not been determined, but the plans include having graduate speeches and/or performances, invocation and benediction by a graduate, awarding of diplomas, photos of each graduate and recognition of scholarships and honors. Each of those areas will be discussed separately. Keep reading!

e. GRADUATE SPEECHES AND/OR MUSICAL PERFORMANCES:

Some graduates are interested in giving a speech during graduation or giving the

invocation or benediction. Other graduates are interested in singing, playing the piano, or some other type of musical performance. If you are interested in being a graduation speaker or performing, please indicate your interest on the registration form.

Please send us a draft of your speech by **April 27**. You can e-mail the draft to info@arkansashomeschool.org OR you can send it by regular mail to 414 S. Pulaski St, Suite 9, Little Rock, AR 72201, or fax it to (501) 375-7040. If you are interested in some type of musical performance, please send us the name of the selection. If you have a cassette or CD of any prior performance, please send that also.

If a large number of graduates express interest in speaking and/or performing some of The Education Alliance Steering Committee members will review the drafts and/or the tapes that are submitted by **April 27** and make the selection.

When preparing a speech please remember the following guidelines. While it is important to thank friends and family members for their support and encouragement, the speeches should be applicable to all of the graduates and not just directed to the speaker's family. **The speeches should be no longer than 3 to 4 minutes.**

Each graduate who submits a draft speech or a performance tape by the **April 27** deadline will be notified if he/she has been selected.

If you are selected as a graduation speaker or performer, you will be required to attend a special rehearsal at 2:00 p.m. on the day of graduation. You will give your speech or musical performance during this special rehearsal to make sure you are comfortable with the microphone, the stage and all of the surroundings.

f. INVOCATION AND BENEDICTION:

Graduates will be giving the invocation and the benediction during the graduation ceremony. If you are interested in being selected to give the invocation or benediction please indicate your interest on the registration form. Please send us a draft of your invocation or benediction by **April 27**. You can e-mail the draft to info@arkansashomeschool.org OR you can send it by regular mail to 414 S. Pulaski St, Suite 9, Little Rock, AR 72201, or fax it to (501) 375-7040.

Each graduate who submits a draft by the **April 27** deadline will be notified if he/she has been selected. **If you are selected to give the invocation or benediction, you will be required to attend a special rehearsal at 2:00 p.m. on the day of graduation.** You will be given the opportunity during this special rehearsal to make sure you are comfortable with the microphone, the stage and all of the surroundings.

g. AWARDING OF DIPLOMAS:

As each graduate crosses the stage to receive his/her diploma, one of The Education Alliance staff or steering committee members will read some biographical information about the graduate. Attached to this packet is a **Biographical Information Sheet** that needs to be *completed* and *returned* to The Education Alliance by **April 27**.

We would also like for each graduate to have the opportunity to select a **favorite verse or inspirational quotation** and have that displayed in a power point presentation during the graduation. We learned last year that shorter verses work better in the power point presentation. If they are too long, those watching do not have time to read the entire verse. Please include the graduate's selection on the **Biographical Information Sheet**.

This is optional. The graduate does not have to include a verse or inspirational quote. If the graduate chooses an inspirational quotation, be sure to include the author of the quote.

h. POWER POINT PRESENTATION/PHOTOS OF GRADUATES:

In addition to the biographical information, **3 photos** of the graduate will be used in several power point presentations that are shown during the ceremony on two screens located on either side of the stage.

The 3 photos should be:

1. Photo of graduate age 7 or under, preferably a baby photo.
2. Photo of graduate during pre-teen or early teen years (ages 10-13)
3. Photo of graduate that is recent (within the past 12 months) such as a graduate portrait (If you need a photographer for the senior photo, please see the section marked “PHOTOGRAPHER/CAMERAS/PICTURES/VIDOE TAPING”

The guidelines for photo submission are...

1. The photos can be color or black and white.
2. If you do NOT want to send any photos from the younger years, it is acceptable to only send a current photo to be used in the Senior Picture power point (when the graduate walks across the stage to receive their diploma).
3. If you have photographs that you want to mail in, the size does not matter. They will be scanned and then transferred into a power point program. **Put the graduate’s name and age in the photo on the back of the picture.** The photos will be returned at rehearsal.
4. If you have digital photographs or if you will be using a scanner, please save them as a **j-peg file** and send them by e-mail to arkansashomeschool@gmail.com. The rule for Education Alliance to have a sharp picture to work with is “the higher the resolution, the better”.

IMPORTANT PHOTO INFORMATION:

Arkansashomeschool@gmail.com is NOT the normal Education Alliance e-mail address. Because photo files are so large, we can **only** accept digital photos at this e-mail. If you choose to send your graduate’s photos digitally, put the graduate’s name in the file name and an indication of the age when the photo was taken.

The Education Alliance and the graduation venues reserve the right to reject any photograph that they may deem to be inappropriate. Please think of others when you select your photographs and do not include photos that might be offensive to others either due to content or modesty, for example.

The deadline for submitting photos is April 27. Any photo submitted after that date will not be guaranteed inclusion. **It is important to make arrangements for your child’s senior picture to be made in time to submit to The Education Alliance before the deadline of April 27.**

i. SCHOLARSHIP RECOGNITION:

After all students have received their diplomas, The Education Alliance allows time in the ceremony to recognize those graduates who have received scholarships to college. Please submit your graduate’s scholarship offer(s) on the biographical information sheet. You may also update your information by sending an email to

info@arkansashomeschool.org. We will also provide a time at rehearsal for updating information.

The Education Alliance policy is that any other individual awards or presentations, such as military appointments, are subject to approval for inclusion in the ceremony.

j. HONOR GRADUATE RECOGNITIONS:

We would like to recognize those home school graduates who have excelled academically and should be named honor graduates. There is a National Home School Honor Society, Eta Sigma Alpha. If a graduate is a member of that honor society, The Education Alliance will recognize that membership and allow them to be listed as an honor graduate. If you are not a member, but would like to become a member of Eta Sigma Alpha, please contact The Education Alliance office at 501-978-5503 or info@arkansashomeschool.org

If you choose not be a member of the honor society, you can still qualify as an honor graduate. You must have earned at least a 3.5 grade point average on a 4.0 scale during grades 9 to 12, and have scored well on the ACT or SAT, which are nationally-normed standardized achievement tests. Please send The Education Alliance the following:

- Transcript
- Recent copy of the student's test scores from a nationally normed standardized achievement test. ONLY ONE test is required. The student's score must meet the following minimums.
 - SAT combined score of at least 1800; or
 - ACT composite of at least 26.

The Education Alliance does NOT superscore ACT scores for determining honor graduates.

If you qualify as an honor graduate, you will be allowed to wear gold cords with your cap and gown. They can be purchased for \$10 and will be yours to keep. Please indicate on the registration form if you believe that you will qualify as an honor graduate. If you need to order the gold cords please send in the money with your registration fee. **The cords will be distributed at the rehearsal.**

k. COMMUNITY SERVICE AWARD:

The Education Alliance is going to present a community service award to a deserving graduate. Many home school students invest a lot of their time volunteering in their churches and/or their local community. We want to recognize those outstanding seniors who have given a lot of their time and talents in serving others.

Attached to this packet is a Community Service Award Application. If your graduate wants to be considered for this award, he/she should complete the application and submit it to The Education Alliance office no later than **April 27**. Members of The Education Alliance Steering Committee will review the applications and make their selection.

III. OPTIONAL ITEMS

a. PHOTOGRAPHER/CAMERAS/PICTURES/VIDEO TAPING:

Cameras and video recorders are allowed in the auditorium. Photos can be taken before, during and after graduation.

A photographer will attend the graduation and take pictures at the moment each graduate receives his/her diploma. The photographer will also be available to take a posed portrait of the graduate immediately after rehearsal. If you want to set an appointment to have a portrait photo taken after rehearsal, please contact the photographer below.

Emily McArthur Photography
25 Enfield Drive
Bella Vista, AR 72715
479-685-0497

You do not have to go to the photographer's studio to have this portrait made. However, if you would like to schedule a senior portrait, please contact the photographer above.

You must order and pay for the graduation ceremony photos at rehearsal. Extra photos can be ordered to add to the different packages offered. Order forms will be available at rehearsal. This is OPTIONAL. You do not have to purchase graduation photos.

A DVD recording of the entire graduation ceremony will be prepared and made available for a fee of \$16 made payable to The Education Alliance. You may order this by filling in the appropriate line on the registration form and on the DVD order form or, if you desire, you may order and pay for it at the time of graduation rehearsal. This is an OPTIONAL offering to our graduates for a keepsake.

b. CLASS RINGS AND INVITATIONS:

The Education Alliance does not provide invitations for the graduation ceremony. If you want invitations or other "senior class" items we can send you an information booklet from Jostens when they are available to us. That company offers class rings, announcements, invitations etc. You may also contact them directly at www.jostens.com. This is OPTIONAL.

One of our home school dads works at Jostens and he has made this available to the home school graduates.

You may also purchase announcements and invitations from HSLDA.org. The proceeds from these purchases go into a fund to help widowed and single-parent home schoolers purchase home school curriculum.

IV. ADDITIONAL INFORMATION

a. DIRECTIONS:

The Bentonville graduation ceremony will be held in White Auditorium at North West Arkansas Community College. The college's address is One College Drive, Bentonville, AR 72712. From I-540, you will take the Highway 62/SE 14th Street exit and head east. Turn left on College Drive and follow the signs to Burns Hall. White Auditorium is inside Burns Hall.

b. ACCOMODATIONS:

If you need a hotel room at a nearby hotel, here are some of the options available:

<u>Name of Hotel</u>	<u>Distance to Graduation</u>	<u>Phone Number</u>
Town Place Suites by Marriott	1.7 miles	479-621-0202
Candlewood Suites	2.0 miles	877-226-3539
SpringHill Suites	2.0 miles	479-464-4777
Days Inn & Suites	2.1 miles	479-271-7900
Hilton Garden Inn	2.1 miles	479-464-7300
Holiday Inn Express & Suites	2.1 miles	877-859-5095
Comfort Suites	2.2 miles	479-250-4418
Homewood Suites by Hilton	2.3 miles	479-636-5656
Country Inn & Suites in Rogers	2.3 miles	800-596-2375

BIOGRAPHICAL INFORMATION SHEET

Deadline for submission: April 27, 2012

Mailing address: The Education Alliance E-mail the information to info@arkansashomeschool.org
414 S. Pulaski St, Suite 9 Or fax to (501) 375-7040
Little Rock, AR 72201

Please circle which graduation ceremony you are attending: **SEARCY** **BENTONVILLE**

Graduate's Name: _____

Graduate's Nickname or Name they prefer to be called by: _____

Home Town (your preference for listing in program and power point presentation): _____

Number of years home schooled: _____

I. Interests/Hobbies/Activities:

Due to the growing number of graduates, we will have to limit the amount of biographical information that will be read about each graduate as they walk across the stage to receive their diploma. Ideas for inclusion are: Special interests like playing sports or the piano or working on computers, Church membership or club membership like 4H, Favorite volunteer ministry or activity, Special awards because of your participation in a club or activity, etc.

Please write two or three short sentences about yourself that would include those interests/hobbies/activities that are most important to you.

- 1.
- 2.
- 3.

II. Future Plans:

1. Are you attending college? If so which one?
2. If not attending college, what are your plans for next year?
3. What are your ultimate career goals?

III. Scholarships and/or Honors: Use back of sheet for additional space

Be sure to include the \$ amount of the scholarships. Scholarships and honors will be announced during the graduation ceremony. If you receive additional scholarships after this biographical information sheet is submitted, you may update your info by sending an e-mail to info@arkansashomeschool.org. Please send any update as soon as possible.

IV. Favorite verse or inspirational quote (OPTIONAL): Use back of sheet for additional space

Due to power point presentation space, please include only 1 verse. If you prefer a specific translation, please tell us. If you choose an inspirational quote please include the author of the quote!

V. Do you have any recommendations for songs that could be played during the power point presentations?

Name of song & artist _____

COMMUNITY SERVICE AWARD APPLICATION

If interested in applying, please return by April 27, 2012

Mailing address: The Education Alliance
414 S. Pulaski St, Suite 9
Little Rock, AR 72201

E-mail the information to info@arkansashomeschool.org
Or fax to (501) 375-7040

Please circle which graduation ceremony you are attending:

SEARCY

BENTONVILLE

Graduate's Name: _____

Graduate's Address: _____ City/ZIP _____

Number of years home schooled: _____

Community service information needed for Grades 9 through 12:

1. List all of the volunteer service activities (including service in your church)
2. Include the date(s) of service and the average number of hours spent per week
3. If it was a one-time project/activity, include the total number of hours spent and designate as a one-time project.

2012 Bentonville Home School Graduation

Registration Form

Please PRINT legibly

CONTACT INFORMATION:

Graduate's Name: _____
 Graduate's Address: _____
 City/State: _____ Zip: _____
 Home Phone Number: Area Code (____) _____
 Cell Phone Number: Area Code (____) _____
 Email for Receiving Confirmations/Notifications: _____

DIPLOMA and PROGRAM INFORMATION:

Graduate's Name (as is should appear on the diploma): _____
 Parent's Names (as they should appear on the diploma – we will print EXACTLY as you list the names)
 Examples: Mr. & Mrs. OR Mr. and Mrs. OR John and Mary Doe OR John Doe, Mary Doe

Other step-parents or non-custodial parents that should be listed in the program and/or PowerPoint: _____

CAP AND GOWN and CEREMONY INFORMATION:

Graduate's Date of Birth: Month: _____ Day: _____ Year: _____
 Graduate's Height and Weight: Height: _____ Weight: _____ (to select gown size)
 Graduate's Gender: Male: _____ Female: _____
 Graduation Speaker/Musical Performer interest? Yes: _____ No: _____
 Honor graduate interest? Yes: _____ No: _____

OPTIONAL PURCHASES:

Honor cords (only if qualified)	Yes: _____	No: _____	\$10.00 =	_____
EXTRA Tassel(s)	Yes: _____	No: _____	_____ x \$10.00 =	_____
DVD of Ceremony	Yes: _____	No: _____	_____ x \$16.00 =	_____

TOTALS:

REGISTRATION FEE (Indicate which one you qualify for):

Early Registration Fee	Postmarked ON or BEFORE February 15, 2012	\$70	_____
Registration Fee	Postmarked ON or BEFORE April 13, 2012	\$90	_____

PAYMENT TOTAL AND PAYMENT TYPE:

TOTAL: _____

CHECK: Make checks payable to The Education Alliance (Memo: Graduation) Check # _____

CREDIT CARD: MC _____ VISA _____ # _____

Expiration Date: _____ CCV# _____

Name as it appears on the card: _____

Billing Address for card: _____

Mailing address: The Education Alliance, 414 S. Pulaski St, Ste. 9, Little Rock, AR 72201
Phone: 501-978-5503 info@arkansashomeschool.org **Fax:** 501-375-7040