The Education Alliance 2013 Searcy Home School Graduation

| Benson Auditorium | Harding University, Searcy, AR |
|--------------------------|--|
| 5 | y: Saturday, May 18, 2013, 4:00 p.m. |
| Mandatory Rehearsal: | Saturday, May 18, 2013, 2:00 – 3:00 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 |
|---|--|--------------|
| <u>MANDATORY</u> ITEMS: Early Bird Registration Form & Payment OR Registration Form & Payment | February 15 OR March 29 | □ OR □ |
| Transcript 3 Photos of Graduate Biographical Information Sheet Copy of Current Year's Notice of Intent | April 15 April 15 April 15 April 15 | |
| 2. OPTIONAL ITEMS: Extra Tassel(s) ordered and paid for Honor Graduate Cords ordered and paid for Honor Graduate Information submitted Graduate Speeches/Invocation/Benediction Or Musical Performances submitted Community Service Award Application | April 15 April 15 April 15 April 15 April 15 | |
| Photos of Graduate submitted Graduation Program Ad submitted DVD order submitted | April 15 April 15 Rehearsal | |

| 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 | |

2013 Searcy Home School Graduation Information Packet

Table of Contents

| I. Pre-Graduation Preparation | Pages 3 - 5 |
|--|---------------|
| a. Graduate Participant Requirements | |
| b. Diploma c. Transcript | |
| d. Registration and Fee Information | |
| e. Apparel | |
| e. Apparei | |
| II. The Day of Graduation and Ceremony Information | Pages 5 - 8 |
| a. Rehearsal | |
| b. Seating Reservations | |
| c. The Ceremony | |
| d. Graduate Speeches and/or Musical Performances | |
| e. Invocation and Benediction | |
| f. Awarding of Diplomas | |
| g. Power Point Presentations/Photos of Graduates | |
| h. Scholarship Recognitions | |
| i. Honor Graduate Recognitions | |
| j. Community Service Award | |
| III. Optional Items | Page 8 - 9 |
| a. Photographer/Cameras/ Pictures/Video Taping | |
| b. Class Rings and Invitations | |
| c. Congratulation Graduate Ad in Program | |
| | |
| IV. Additional Information | Page 9 |
| a. Directions | |
| b. Accommodations | |
| V. Former | Deces 10 12 |
| V. Forms Diagraphical Information Shoot | Pages 10 - 13 |
| Biographical Information Sheet | |
| Community Service Award Application DVD of Graduation Ceremony Order Form | |
| DVD of Graduation Ceremony Order Form Searcy Home School Graduation Registration Form | |
| Scarcy Home School Oracuation Registration Polin | |

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.
- 5. Only current year seniors may participate in the ceremony.

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).

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 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. A transcript consists of all the courses that the graduate completed during 9th through 12th grades. 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 The Education Alliance at (501) 978-5503. We will <u>NOT</u> automatically prepare a transcript. If a transcript is needed, you must contact our office and request that one be prepared. Transcripts are normally prepared on Wednesdays, but due to the high volume during April and May, it might take longer. Please 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 15**. 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 The Education Alliance

by the deadline stated. The form may be e-mailed or faxed, but your student is not considered "registered" until <u>payment is *received*</u>.

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. 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 and is theirs to keep.

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 be in the Benson Auditorium of Harding University and will begin at 2:00 p.m. 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 **4:00 p.m.** with a processional by 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!

d. 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 15**. You can e-mail the draft to <u>info@arkansashomeschool.org</u> 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 and a YouTube link, DVD, or CD of any prior performance.

If a large number of graduates express interest in speaking and/or performing some of The Education Alliance Steering Committee members will review the speech drafts and/or performance tapes that are submitted by **April 15** 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 by the **April 15** deadline will be notified whether 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 1:00 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.

e. 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 15**. You can e-mail the draft to <u>info@arkansashomeschool.org</u> 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 15** deadline will be notified whether 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 1:00 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.

f. 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 15**.

g. 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

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. Graduate 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 <u>arkansashomeschool@gmail.com</u>. The rule for The Education Alliance to have a sharp picture to work with is "the higher the resolution, the better".

IMPORTANT PHOTO INFORMATION:

<u>Arkansashomeschool@gmail.com</u> 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 15. Because The Education Alliance is out-sourcing the compilation of the power points used during the ceremony, 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 15.

h. 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 <u>info@arkansashomeschool.org</u>. 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.

i. 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 for an application.

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 (within the last 12 months) 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.**

j. 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 15**. 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 prior to rehearsal. If you want to set an appointment to have a portrait photo taken before rehearsal, please contact the appropriate photographer below.

Baker Photography, Inc. 107 West Arch Avenue Searcy, AR 72143 501-268-3298

You do not have to go to the photographer's studio to have this portrait made.

If you would like to order photos to commemorate this special event, please contact Baker Photography. Mr. Baker has developed a choice of packages for the two different photo opportunities consisting of two (2) 5 x 7 photos and eight (8) large wallets for \$23 (plus \$3 S&H). You must order and pay for the photos at rehearsal. Extra photos can be ordered to add to the different packages offered. Order forms will be place in the box with your child's cap and gown and 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 \$17 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 please contact Jostens directly at <u>www.jostens.com</u>. 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 school families purchase home school curriculum.

c. CONGRATULATION GRADUATE AD IN PROGRAM

Place an ad in the graduation program to congratulate your graduate on their academic achievement. We have 3 types of Ads for you to choose from - Music style, Athletic style, and Graduate style. Please see the attached order form for more details.

IV. ADDITIONAL INFORMATION

a. DIRECTIONS:

The Searcy graduation ceremony will be held in the Benson Auditorium on the Harding University campus in Searcy, Arkansas. To get to Searcy, take Exit 45 off of Highway 67/167. (You will be exiting to Highway 36W, also known as Beebe-Capps Expressway.) Follow the signs to Harding University. There will be a sign at the Harding entrance that says "Home School Convention." Follow the Home School Convention signs to Blakeney Street. Turn left and proceed past some dormitories on the left and the Rhodes Memorial Field House on the right. Begin looking for a place to park. The Benson Auditorium is on the left.

b. ACCOMMODATIONS:

If you need a hotel room near the graduation ceremony, the following are some of the options available:

| Heritage Inn (located | on the Harding Unive | ersity Campus) | 888-766-2465 |
|-----------------------|----------------------|----------------|--------------|
| Hampton Inn | 501-268-0654 | Super 8 | 501-268-8988 |
| Best Western | 501-279-1234 | Days Inn | 501-268-6171 |
| Holiday Inn Express | 501-279-9991 | Comfort Suites | 501-278-9922 |
| Microtel Inn & Suites | 3 501-268-1555 | LaQuinta Inn | 501-278-4200 |
| Americas Best Value | 501-279-9100 | | |

SEARCY BIOGRAPHICAL INFORMATION SHEET Deadline for submission: April 15, 2013

Mailing address:

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

| Graduate's Full 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: Use back of sheet for additional space

Be sure to include the \$ amount of the scholarships. Scholarships 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 <u>info@arkansashomeschool.org</u>. Please send any update as soon as possible.

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

Name of song & artist

SEARCY COMMUNITY SERVICE AWARD APPLICATION If interested in applying, please return by April 15, 2013

Mailing address:

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

| Graduate's Full 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.

2013 Arkansas Home School Graduation Ceremony DVD

| Satisfaction Guaranteed Broadcast quality cameras |
|--|
| •Two camera shoot with editing and title • Mailed to your home • |

| Name | | | |
|---------------------|--|-----------------|---------------------|
| Address | | | |
| City, State, Zip | · · · · · | 1 | |
| Phone | | 1 | |
| | | AL: | |
| DETACH AND MAIL TO: | Education Alliance 414 S. Pulaski, Suite 9 Little Rock, AR 72201 | SEARC | Y GRADUATION |
| Payment Type: Cash | _ Check # Credit Card: | VISA DISC or MC | (circle one) |
| # | Expiration Date | CCV# | (# on back of card) |
| Name on card | | | |
| Billing Address | | City/Zip | |

2013 Searcy Home School Graduation Registration Form

Please PRINT legibly

CONTACT INFORMATION: Graduate's Full Name: Graduate's Address: _____ Zip: _____ City/State: Home Phone Number: Area Code (_____) Area Code (_____) Cell Phone Number: Email for Receiving Confirmations/Notifications: **DIPLOMA and PROGRAM INFORMATION:** Graduate's Full 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: | Da | ay: | Year: |
|--|-----------------------|---------------------|-----------------------|-----------------------|
| Graduate's Height and Weight: | Height: | W | eight: | (to select gown size) |
| Graduate's Gender: | Male: | Fe | emale: | |
| Graduation Speaker/Musical Pe | rformer interest? | Ye | es: | No: |
| Honor graduate interest? | | Ye | es: | No: |
| REGISTRATION FEE (Indicate | which one you qualify | y for): | | |
| Early Registration Fee | Postmarked ON or BEI | FORE February 15, | 2013 \$75 | 5 |
| Registration Fee | Postmarked ON or BEI | FORE March 29, 20 | 13 \$95 | 5 |
| OPTIONAL PURCHASES: | | | | TOTALS: |
| Honor cords (only if qualified) | Yes: | No: | \$10.00 = | |
| EXTRA Tassel(s) | Yes: | No: | x \$10.00 = | |
| DVD of Ceremony | Yes: | No: | x \$17.00 = | |
| PAYMENT TOTAL AND PAYM | ENT TYPE: | | то | TAL: |
| CHECK: Make checks p CREDIT CARD:MC V | • | | | eck # |
| | : | | | |
| | ears on the card: | | | |
| Billing Address | | | | |
| Mailing address: | The Education Allia | ance, 414 S. Pulasl | ki St, Ste. 9, Little | e Rock, AR 72201 |
| Phone: 501-978-550 |)3 info@arkan | sashomeschool.or | a F | ax: 501-375-7040 |