

From: Mallory Everitt meveritt@scacrusaders.com
Subject: SCA Graduation Supplies and Information
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To: meveritt@scacrusaders.com

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Graduation Supplies & Information

Good Morning Seniors and Parents,

This morning, the Balfour representatives met with our seniors to discuss caps, gowns, graduation announcements, and senior apparel. A packet of information and catalog has been given to all seniors. There are extra packets available in the high school office with Mrs. Davis if needed. All of the information can also be found at www.balfour.com. Here are a few announcements to take note of regarding senior supplies:

1. **Caps and gowns** are ordered and purchased by the school. Parents do not need to order caps and gowns. The school will take care of this for you.
2. **Graduation announcements** are an optional purchase through Balfour. You are not required to use these. Some families design or purchase their own through other companies. I do have a formal copy of the SCA graduation announcement if you wish to look at it in person. Parents or students can stop by the high school office to view at any time.
3. **Senior apparel** (sweatshirts, sock, t-shirts, etc) is available for purchase through Balfour as well. However, not all of the apparel meets SCA dress code guidelines to wear at school. If a senior wishes to purchase senior apparel to wear at school, please see Mrs. Shock or Mr. Van Kleeck with a picture of the item they wish to purchase to assure it meets dress code guidelines.
4. **Class rings** are still available for purchase through Balfour if a senior wishes to order one. Catalogs are available in the high school office or online at www.Balfour.com.
5. **All senior apparel, class rings, and announcements can be ordered through www.Balfour.com. The reps will also be back on campus on September 11 and 12 during high school lunch to take questions or place orders.** You do not have to place the order in person. You can order through the website at anytime.
6. **Diplomas** are being ordered within the next two weeks. Diploma Name forms were passed out at the senior parent meeting last week. If you have not turned in the senior diploma name form, please do so as soon as possible. We want to have your senior's name spelled and listed the way you wish on the diploma. [CLICK HERE](#) to download the form. **Please turn this into Mrs. Davis at the high school office.**

Please let Mrs. Davis or myself know if you have any questions. Have a great week!

Mrs. Mallory Everitt, M.A.
Director of Guidance & Enrollment Services
Seffner Christian Academy