

Suffern Central School District
Suffern High School

49 Viola Road, Suffern, NY 10901
845-357-3800
FAX: 845-357-5035

January 2023

Dear Parents/Guardians,

Graduation day, Thursday, June 22, 2023 will be here before we know it and the Senior class is already busy preparing for the end of the year activities.

Enclosed are ordering instructions for the graduation cap and gown package. The graduation package includes **a cap, a gown, a tassel, a stole, and four graduation announcements for a cost of \$55.00**. Please note, the announcements are formal notes “announcing” the graduation, these are NOT tickets to the ceremony. Tickets to the graduation ceremony will be distributed at a later date at NO cost.

To ensure proper and timely ordering, please help us by submitting your order form and payment by ***Friday, February 17, 2023***. Your cooperation with this will help ensure a smooth ending to a busy year. If unforeseen circumstances prevent your child from attending the graduation ceremony, your payment will be returned only upon your *written request accompanied by a copy of the canceled check*.

Instructions For Completing Cap & Gown Order Form

Fill out the enclosed order form using blue or black ink, **or** fill out the digital order form found here: [2023 Cap and Gown Order Form](#)

- Height/ Weight (it is recommended to add one inch to actual height)
 - There is no need to provide cap size- the caps are one size fits all
- Payment of **\$55.00** must be made by check or postal money order.
- Make checks or postal money orders payable to: ***SHS Activities Fund***
- Please write the student’s name in the *Memo* field of the check or postal money order.

Please return the paper order form (or submit the digital version) and payment IN PERSON to Mrs. Edelman or Mrs. Fennell during Unit Lunch in Room 245 or 251 by **February 17, 2023**. Please do not leave in a mailbox or unattended on a desk.

Any questions or problems, please feel free to contact us at 357-3800, or jedelman@sufferncentral.org and nfennell@sufferncentral.org

Thank you for your cooperation.

Jana Edelman and Norma Fennell Advisors, Class of 2023

SHS Class of 2023 Cap & Gown Order

Please complete this form in blue or black ink, and return it along with payment (\$55.00) IN PERSON to Mrs. Edelman or Mrs. Fennell during Unit Lunch in room 245 or 251 by **February 17, 2023**. Please do not leave in a mailbox or unattended on a desk.

You may also fill out the digital order form found here: [2023 Cap and Gown Order Form](#)

Do not leave this order form or payment in any school mailbox

Senior Name (First and Last): _____

Senior Email: _____

Parent/Guardian Name: _____

Parent/Guardian Email: _____

Height (in feet/inches): _____ Approx. Weight (in pounds): _____

Payment Enclosed: Check/Money Order # _____ **\$ 55.00**

Reminder:

- Payment must be in the form of check or postal money order, payable to:
SHS Activities Fund
- Please write the student's name in the *Memo* field of the check or postal money order.

Any questions or problems, please feel free to contact us at 845-357-3800 or jedelman@sufferncentral.org or nfennell@sufferncentral.org