



RICHMOND COUNTY TECHNICAL CAREER MAGNET SCHOOL

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Augusta, Georgia 30906
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Melisa L. Clark, Ed.S., Principal

Crystal Crawford, Ed.S., Assistant Principal

Greetings Parent(s)/Guardian(s) of an RCTCM Candidate for Graduation,

A truly momentous occasion is upon us and we would like to take this time to **CONGRATULATE** your candidate for meeting the state, district, and school requirements to graduate from the Richmond County Technical Career Magnet School (RCTCM)! We know you are excited to celebrate your candidate's culminating efforts and success over the last four years. In preparation for RCTCM's graduation day, please carefully review the following information and mandatory requirements to participate in the Richmond County School System (RCSS) Spring 2020 Graduation Ceremony for RCTCM on **Thursday, July 23rd, 2020 at 8:00 AM** at the James Brown Area; 601 7th Street, Augusta Ga, 30901.

Senior Fines

All candidates for graduation **MUST** ensure that books and materials are returned to RCTCM and fines (if applicable) are paid in full. Do **NOT** return books and materials or submit payments to any other school. The date to return books, as well as the deadline for fines will be announced soon.

Mandatory Senior Surveys

All candidates for graduation **MUST** complete the following surveys by **Friday, May 22nd, 2020**. All surveys can be located on the RCTCM school website.

Senior Exit Survey

https://forms.office.com/Pages/ResponsePage.aspx?id=QC2yMGJzF0-DqSUwkntvZVN7YiIM_ZBItKHf1C-r7RVUNUxHOUFJQkNLWEg5Wk5DM1VJU0ZLWTdXRS4u

Senior Stage Bio Survey <https://forms.office.com/Pages/ResponsePage.aspx?id=QC2yMGJzF0-DqSUwkntvZQEa795wTKxMk2SNiqwfBMhUNFJSQkJFQ1dUOVdCOVJRvVZBQ1NGSUowRi4u>

Senior College Acceptance/Scholarship Award Survey

https://forms.office.com/Pages/DesignPage.aspx#FormId=QC2yMGJzF0-DqSUwkntvZVeSrw9Y_PRDtP1-qad4pFNURFJBNElaQ0NOTDgzQlgzQzhPMkRFWTdRRy4u&Token=bdeb0133f19f49a680d16a4db2691fbb

Mandatory Graduation Practice

This date(s) and details will be announced soon.

Graduation Attire

All candidates for graduation **MUST** be dressed appropriately for this occasion. Please take your mortarboard hat (cap), gown, and stole out of the original bag **PRIOR** to graduation day to allow the garments to "breathe." It is preferred that you have your gown steamed to remove wrinkles.

- Only school-issued regalia is allowed. Do not alter your graduation attire. No writing or pictures should be placed on the top of your cap. Your cap should fit squarely on the top of your head. Caps are **NOT** allowed to be thrown at the end of the ceremony.
- No stilettos (remember that you will be standing for significant periods and walking), flip flops, tennis shoes, sandals or slides are allowed.
- No sunglasses, facial jewelry, jeans or gum.
- Do not bring your purse. There is no one to hold/watch it backstage.
- Keep all cell phones off and out of sight. Again, there is no one to hold/watch it backstage. We strongly recommend you give your phone to a family member.

Males | White dress shirt, black dress pants, dark colored tie or bow tie, and black dress shoes.

Females | Black dress (not longer than robe) and black dress shoes.

RCTCM Mission: RCTCM is committed to Educating, Inspiring, and Preparing the students of today to become the skilled professionals of tomorrow.

RCTCM Vision: The vision of RCTCM is to provide each student with an abundance of L.O.V.E. - Learning, Opportunities, Values, and Excellence.



Graduation Ceremony Arrival Time and Restrictions

All candidates for graduation **MUST** arrive at the James Brown Arena no later than **7:00 AM** on Thursday, July 23rd, 2020 for roll call and line up. Please be aware that trains frequent this area downtown. Plan ahead to allow for additional time. Candidates will enter through the security entrance (down the ramp) on the backside of the arena (across from the post office). Graduation exercises will begin promptly at 8:00 AM.

Balloons, air horns, or noise making devices are **NOT** allowed in the James Brown Arena. Family members are **NOT** allowed on/in the floor/stage/back stage prior, during, or after the ceremony. **NO** attention seeking behaviors while walking across the stage are allowed by candidates or family members.

Information regarding the number of allowed guests, seating, and safety precautions will be provided soon.

After Graduation

Graduates will report to the “Tunnel” hall after the recessional to receive their diploma envelope. Graduates will then proceed outside, to the front of the James Brown Arena to meet families and friends for congratulations and pictures. Students, families and friends will **NOT** be allowed to return to the original holding area backstage or back-ramp entrance.

Transcript Requests

Graduates should request transcripts through their GaFutures accounts for electronic transmissions. Students may submit requests via the “*Distance Learning Document Request*” link on the RCTCM Website to schedule a pick-up of Transcripts.

Congratulations
CLASS OF 2020

We are truly proud of your accomplishments and cannot wait to experience this happy occasion with you! If you have any questions or concerns, please reach out to Principal Clark or Assistant Principal Crawford.

Sincerely,
Principal Melisa L. Clark, Ed.S.