

# Graduation

2025



*Hina* 

# Timeline

- MARCH 4 - 5: GRADUATION PICTURE TAKING
- MARCH 25: PACKET AVAILABLE
- MAY 1: DEADLINE
- MAY 21: OBLIGATIONS, DOE REQUIREMENTS
- MAY 29: REHEARSAL (PERIOD 3)
- MAY 29: CHECK-IN 4:00PM
- MAY 29: CEREMONY 5:30PM



- **ACKNOWLEDGEMENT OF CONTRACT**

- COVERS THE DEADLINE DATES
- PARENT & STUDENT SIGNATURES

- **PERMISSION FORM**

- COVERS BEING HERE FOR CEREMONY
- 4 SIGNATURES ON CAMPUS
  - VP, TEAM, OBLIGATIONS, SBG
- PARENT & STUDENT SIGNATURES



# ● ACKNOWLEDGEMENT OF CONTRACT

Packet

Available March 25

**Ilima Intermediate School**  
91-884 Fort Weaver Road • Ewa Beach, Hawaii 96706

## STUDENT AND PARENT/GUARDIAN NOTIFICATION FORM

Student's Name: \_\_\_\_\_  
Print Last Name First Name M.I.

We hereby ACKNOWLEDGE RECEIPT OF and HAVE READ the following document.

We understand:

- The conditions and requirements of the notice.
- That failure to meet any one of the stated requirements of the policy will revoke the student's privilege of participating in Ilima Intermediate School's 8<sup>th</sup> Grade Commencement Ceremony.
- That my child has my PERMISSION to participate in the 8<sup>th</sup> Grade Commencement Ceremony.
- That the school and parties involved in the Commencement Ceremony are ABSOLVED from any liability that may result from any accident incurred during the activity.

We further ACKNOWLEDGE that we understand that the following DEADLINE must be met in order to participate in the Commencement Ceremony:

- This SIGNED form must be returned to room **A101 by 3:00PM May 2, 2024** in order for the student's name to appear in the graduation program.

All obligations must be settled by Thursday May 23<sup>rd</sup> @ 3:00pm – Only cash payments accepted.

All DOE requirements for promotion must be met by Thursday May 23<sup>rd</sup> @ 3:00pm in order to participate.

Special Seating Area

- If you have qualified for the special seating area via Family Nite attendance, you will receive email notification with instructions for check in.
- You must arrive and check in prior to 5:00pm. No one will be seated in the special seating area at 5:00pm.

Dress Code for Graduates on back.

STUDENT'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_



# ● PERMISSION FORM

Admin VP	Obligation A101
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Ilima Intermediate School  
8<sup>th</sup> Grade Graduation Ceremony

Team _____	PD Dues S. Ing
HR _____	

This completed form is due on or before:

**May 2, 2024 - A101 Student Government Office (3:00 pm)**

Dear Parents,  
Your student is requesting permission to participate in the:

Activity: Ilima Intermediate School 8<sup>th</sup> Grade Graduation Ceremony  
Place: Ilima Courtyard      Date: May 29, 2024      Time: 5:30 pm

Name of Student: \_\_\_\_\_ Home Phone # \_\_\_\_\_

Check as appropriate:

- My son/daughter has permission to attend the above activity.  
 My son/daughter does NOT have permission to attend the above activity.

Emergency Phone #: _____	Relationship _____
Emergency Phone #: _____	

**MEDICAL INSURANCE COVERAGE**

My child has medical coverage with \_\_\_\_\_  
(Name of plan, e.g. HMSA, Kaiser, Military, Etc.)  
 My child is NOT covered by any medical insurance plan.

**Notes:**

- Your child must meet Graduation Criteria
  - If your child violates any of the criteria after the permission form has been turned in, your child will NOT participate.
  - Permission form (packet) must be turned in on time in order to participate in the graduation ceremony.
- You child must attend both rehearsals – May 29 (1) Last Period of Day and (2) 4:00pm
- Student Government Dues are required to participate.
- May 23<sup>rd</sup> (3:00 p.m.) Deadline to meet DOE promotion requirements. Pay Obligations.
- You are responsible for transporting your child to and from Ilima Intermediate School.
- Family Nite Special Seating Area
  - If you have qualified for seats via Family Nite attendance, you MUST ARRIVE by 5:00pm. No one will be seated in that area after 5:00pm.
  - Those families that qualify for the special seating area via Family Nite attendance will be notified through their child's HIDEOE email account.
- Any questions . . . email Mr. Ing (Student Activities Coordinator)
  - stephen.ing@k12.hi.us

We (I) grant permission for said student to participate in the planned activities, and to travel by private or commercial car, bus, train, airplane, and other means of transportation as required. I release the State from liability resulting from the use of other than school vehicles pursuant to HRS 286-181.

\_\_\_\_\_  
Print or type Parent's/Guardian's Name      Parent's/Guardian's Signature      Date

\_\_\_\_\_  
Print or type Student's Name      Student's Signature      Date

Packet

Available March 25



# 1 Family Nite Event - Upgraded Certificate



## 2 Family Nite Events - Upgraded Certificate w/Photo

Family Nite Rewards



# 3 Family Nite Events - Seats (2) at Ceremony





- GIRLS

- BLACK, WHITE, ANY COMBINATION OF BLACK / WHITE
- NO STRAPLESS DRESSES/TOPS ACCEPTED EVEN WITH A DRESS JACKET
- DRESSES/SKIRTS KNEE LENGTH OR LONGER
- NO RIPS IN PANTS
- NATURAL COLORED FOOTWEAR WILL BE ACCEPTED

- BOYS

- WHITE DRESS SHIRT (POLOS WILL BE ACCEPTED SO LONG AS IT IS ALL WHITE)
- BLACK PANTS (JEANS ACCEPTED SO LONG AS THEY ARE BLACK AND NOT “WASHED” OUT) – NO RIPS IN BOTTOMS
- BLACK SHOES

- NO HATS OR LEI WORN PRIOR OR DURING CEREMONY



# Ceremony

- PARKING
  - VERY LIMITED
- SEATING
  - NONE PROVIDED
  - MAY BRING YOUR OWN
- SPACE
  - FIRST COME, FIRST SERVE BASIS



- BEHAVIOR / OTHER
  - ADMINISTRATION (MR. BARBA)
  - 687-9300
- CEREMONY
  - STUDENT GOVERNMENT OFFICE
  - EMAIL: STEPHEN.ING@K12.HI.US

