

# JAMES S. RICKARDS HIGH SCHOOL

## SENIOR CALENDAR OF EVENTS (Dates and times are subject to be changed)

DATE	TIME	ACTIVITY
Present – May 21, 2024		Cap & Gown Ordering Portal opens
Sept. 1, 2023		Diploma Name Forms Published to Remind, School Website, Listserv, & CANVAS
Sept. 29, 2023		Senior fees 1 <sup>st</sup> payment due (\$30)
Sept. 29, 2023	3:00 PM	Diploma Names form due to Ms. Satchell via EMAIL. TYPE ALL INFORMATION ( <a href="mailto:satchellk@leonschools.net">satchellk@leonschools.net</a> )
Oct. 6, 2023	7:30 AM	Seniors Last chance to get a picture in the yearbook
Oct. 31, 2023		Senior fees 2 <sup>nd</sup> payment due (\$30)
Nov. 6, 2023	10:25 AM	Herff Jones Graduation Package Presentation (Auditorium)
Nov. 15, 2023	8 AM- 1:50 PM	Herff Jones Cap & Gown/Grad Pkg. Ordering (Auditorium Lobby)
Nov. 30, 2023		Senior fees 3 <sup>rd</sup> payment due (\$30)
Dec. 1, 2023		Senior Trip Deposit Window (\$175)
Jan. 18, 2024	7:30 AM	Cap & Gown Picture Day (This is not an excused absence from school)
Jan. 31, 2024		Senior fees 4 <sup>th</sup> & last payment due (\$30)
Feb. 20, 2024	10 AM	Senior Panoramic Picture (Gym)
TBA	10:30 AM – 11 AM	Grad Announcements Delivery Day (Satchell's Classroom)
Apr. 5, 2024	3:00 PM	Honor Forms due to Ms. Satchell ( <a href="mailto:satchellk@leonschools.net">satchellk@leonschools.net</a> )
Apr. 5, 2024	3:00 PM	Scholarship Information Due to Ms. Satchell ( <a href="mailto:satchellk@leonschools.net">satchellk@leonschools.net</a> )
Apr. 6, 2024	8 PM – 12 AM	Junior/Senior Prom (Tallahassee Antique Museum)
Apr. 18-20, 2024	5:00 AM	Senior Trip (\$150 Non-Refundable Deposit, Due TBA)
TBA	7:30 AM	IB Exams
May 6 – 17, 2024	7:30 AM	AP Exams
TBA	7:30 AM	Senior Final Exams
TBA	9:00 AM	Cap & Gown Distribution. Auditorium Lobby.
May 20, 2024	10:00 AM	Convocation Practice (Auditorium)
May 20, 2024	6:00 PM	Convocation (Auditorium)
May 17, 2024	10 AM – 2 PM	Senior Picnic
May 17, 2024		Senior Yearbook Distribution
May 17, 2024		Senior's Last Day of School
May 21, 2024	12 PM – 2 PM	Brunch (Civic Center)
May 21, 2024	10 AM – 11:45 AM	Commencement Rehearsal (Civic Center)
May 21, 2024	7 PM	Commencement Ceremony (Civic Center)

**Congratulations! We are here to see you to the finish line! Have a GREAT SENIOR YEAR**

**Senior Sponsors: Ms. Haugabrook, Mr. Hankerson, Ms. Satchell, Mr. Sea,**