Dear Senior,

Congratulations for being a member of the James Madison High School’s graduating class of 2020.  We look forward to seeing all of you on Tuesday June 2nd for our Senior Day of Celebration. Please see the following schedule for day of events - [June 2nd Schedule of Events](https://madisonhs.fcps.edu/student-life-activities/class/class-2020/graduation-information).

Through all the stress and challenges that have been presented by the COVID19 pandemic, you have persevered and arrived at one of the most important milestones of your life so far.  As I am sure you are aware, Fairfax County Public Schools and James Madison will be honoring and celebrating you via a pre-recorded Virtual Graduation Celebration Video, which will stream on July 1 at 2:00 pm.  The Virtual Graduation Ceremony will also be broadcast on FCPS Channels 21, 25, and 99 at a time to be determined.

If you wish to participate in this Virtual Graduation and Celebration, there are a few items that you will be responsible for to allow us to properly recognize you.  In the very near future, you will receive an email from the FCPS virtual graduation vendor and asked to submit images and information that will be a part of the virtual graduation ceremony.

If you agree to participate, here is the list of items you will need to submit by June 10.

* **Personal Slide** **Photo**
* This photo will be displayed in the video at the time your name is read during the presentation of diplomas.
* A Cap and Gown photo is preferred.
* For uniformity, your photo should be a portrait style image of your face, head and shoulders with a solid background and must be compatible with the K-12 educational environment and with good citizenship.
* If you do not want to participate, please fill out [this form](https://docs.google.com/forms/d/e/1FAIpQLScOqn3HkNT3a8Dn44jAtQCQjW_5hyoGow8vFutpG6ts3YVTbA/viewform?usp=sf_link).
* Text that will accompany your Personal Slide Photo
* Up to 150 characters will be allowed.
* Text options:
* Thank you message to family and/or school staff; or
* Official school-sponsored activities/awards/achievements or
* Future plans (college admission, military enlistment, employment).
* **Audio Submission of Your Name**
* This will allow the announcer to pronounce your name as you would like to have it pronounced.
* **Optional, Personalized Video Clip** **with recorded message (10-15 seconds)**
* Cap and Gown or other appropriate graduation attire
* Suggestions include:
* a fond reflection of your time in high school
* congratulatory message to your classmates
* thank you to family and/or teachers
* This clip is optional and will not be included in the Virtual Graduation Celebration Video but will be available to you through a unique URL, which the vendor will email to you.

All student submissions (including name, photo, and student biographical information for official, school-sponsored activities and awards, and other student message) must be consistent with the K-12 educational environment and with good citizenship and will be subject to review by school officials.

You will receive communication from Herff Jones, Marching Order, and Stage Clips through your fcpsschools.net (Naviance) email account with specific details concerning your required submissions and the timeline for submitting the required items. We have a graduation team working with Herff Jones who will also be available via email to answer questions you may have concerning your submissions. If you have a question for the team, please [submit it here](https://docs.google.com/forms/d/e/1FAIpQLSfNQaqMR2PWy22V1xiTeqraBPijfsnOD1Tt6UBBGhbyOGV4bw/viewform?usp=sf_link) and one of our team members will get back to you shortly.

The goal for our school is to have participation by all seniors who wish to do so in accordance with the above information. We want to ensure that every such student is represented and be able to provide every such student with a lasting memory and keepsake that can be revisited for years to come. We look forward to celebrating you and your achievements as a school community, and we are excited about having you participate in this celebration!