

November 13, 2009

To: The Academy of Creative Education (ACE) Graduation Candidates  
From: The ACE Staff  
Regarding: December 17, 2009 Graduation Ceremony

The staff at ACE looks forward to celebrating your graduation with you, your family, and your friends. The following information will help you make plans to attend this special occasion. In order to participate in the graduation ceremony, **you are required to participate in the rehearsal**. If necessary, please make arrangements with your employer to attend.

All ACE graduation candidates are eligible to apply for **scholarships** awarded by The Academy Advisory Corporate Council. Applications are available from Mrs. McClure. Turn in your completed application to her **on or before 3:00 p.m., Tuesday, December 1, 2009. You will be notified if you have been selected to be interviewed by the Scholarship Committee.**

**Friday, December 11, 2009**  
**Time as scheduled**

**Scholarship Interviews:**  
The Academy of Creative Education

**On or before Wednesday, Dec. 9, 2009**  
**By 3:30 p.m.**

**Caps, gowns, invitations & fees:**  
Contact Dr. Chris Throm, Phone: 657-8970, Ext. 256  
**Cash only - no checks**  
Special ACE invitations: 10 free; 25 cents each thereafter. Rental fee for Caps and Gowns: \$30.00 (Fee includes dry cleaning, diploma, printing, and diploma cover.) You may keep the cap and tassel.  
*For financial assistance, see Dr. McLaughlin.*

**Wednesday, December 16, 2009**  
**8:00 a.m., Meet at ACE.**  
**The Academy Advisory Corporate buses to Council will serve breakfast and announce scholarship recipients.**

**Graduation Rehearsal:** All graduation candidates will meet at ACE for breakfast at 8:00 a.m. After breakfast, **all candidates are required to ride the NEISD and from the rehearsal site.** Rehearsal will last until 11:30 a.m. All candidates will be bused back to ACE. Caps and gowns will be distributed at ACE after rehearsal. We can help you make arrangements with employers if necessary.

**Thursday, December 17, 2009**  
**10:00 a.m.**  
**Community Bible Church**

**Graduation Ceremony:** Graduation candidates must come dressed in cap and gown. Meet Dr. Throm at the entrance to the church **promptly at 9:15 a.m.** He will direct you to Mrs. Halvorson for the entrance count and to line up for the procession. After the ceremony, turn in the gown to receive your diploma.

**Important Facts:**

Smoking, food and drink are prohibited at this facility. Also, helium balloons, noise makers and other distracting items are prohibited and are subject to confiscation if brought into the church.

**Attire:**  
*Assistance is available if you are in need of appropriate clothing.*

Boys: Shirt and tie, dress slacks and dress shoes.  
Girls: Dress shoes, modest clothing.