



## **Berkeley Springs High School**

*149 Concord Avenue*

*Berkeley Springs, West Virginia 25411*

*Phone 304-258-2871*

*Fax 304-258-7353*

Dear Parent/Guardian:

This is a letter to inform you that your student has expressed intent to NOT participate in the 2017-2018 graduation ceremonies. Because we realize that parental wishes are sometimes different than those of students, and also because we would like to see all graduates march across the stage, we feel that it is in our best interest to confirm your student's decision with you. In order to participate in the graduation ceremony, each student is required to complete a Graduation Contract. Forms can be printed off the school webpage. Please take a moment to speak with your son/daughter regarding this matter.

If you have any questions and/or concerns, or if you feel that this notice has been sent to you in error, please do not hesitate to contact the graduation coordinator at the above number. If paperwork is not turned in and nothing is heard from you in regard to your student's intentions by Monday, May 21, 2018, it will be assumed that you are in agreement, and your student will not be able to march at graduation.

Thank you for your prompt response,

The Berkeley Springs High School Graduation Committee