

# COMMACK HIGH SCHOOL

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**Leslie H. Boritz**  
*Principal*

Andrea Allen  
Matthew P. Keltos  
Susan Shapiro  
*Assistant Principals*

*An International Baccalaureate School*

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December 2018

Dear Parent or Guardian:

Although graduation is still months away, it is time to start planning now. As you may already know, it is traditional for Commack High School graduates to wear caps and gowns at their Graduation Day exercises. On **Tuesday, January 15, 2019** a representative of the cap and gown company will be at Commack High School to take orders for the graduation caps and gowns. The representative will be taking orders **Periods 4 through 8 (10:00 AM to 1:40 PM) in the Senior Cafeteria.**

This is the only time the representative will be at the school. It is, therefore, essential that your son or daughter order his or her cap and gown on Tuesday, January 15<sup>th</sup>. **The fee of \$26.00 (approximately \$1.00 will be donated to the Student Council Scholarship Fund) includes the souvenir gown, one souvenir cap and tassel, a flag pin and one commemorative stole and is payable at the time the order is placed. Checks should be made payable to "Herff Jones, Inc."** Cash is also acceptable. Other commemorative tassels will be for sale that day as well (see enclosed flyer).

If your son or daughter is ill on that date, your child, upon his/her immediate return to school, must see Mrs. Farrell in the Main Office no later than **February 15, 2019**. **An additional late order fee of \$10.00 will be charged after February 15, 2019 (total of \$36.00).** Since only those seniors who have ordered caps and gowns will be permitted to participate in the graduation ceremonies, we would appreciate your reinforcement of the importance of getting this order in on **Tuesday, January 15, 2019.**

Thank you for your cooperation.

Sincerely,

A handwritten signature in cursive script that reads 'Susan Shapiro'.

Susan Shapiro  
Assistant Principal

SS/ff