



Dear Senior Parents,

Happy New Year and what a special one it is for the parents and students in the graduating Class of 2013! We are entering the 6<sup>th</sup> week of the 2<sup>nd</sup> and last semester of your student's high school experience, which puts us closer to the time when they prepare to don caps and gowns and walk across the stage to receive their diplomas on Saturday, June 1, 2013.

For the second straight year, Commencement will be held at the beautiful Great Hall of the Wharton Center on the Michigan State University campus on Saturday evening, June 1, 2013, at 6 pm. While the Great Hall is one of Michigan State University's most appealing venues, and offers the much needed comforts of air conditioning, it has limited seating. Therefore, it will be necessary to issue tickets for admission to Commencement. Everyone attending the ceremony will be required to have a ticket.

In November we mailed out a letter asking that you turn in your request for graduation tickets and that we may not be able to guarantee the number of tickets requested. I am happy to report that we have received ticket requests from 98% of our parents in the Class of 2013. Tickets will be available for parents to pick up during Spring Parent Conferences, which are Tuesday, March 26 and Wednesday, March 27, from 5pm – 8 pm in the cafeteria. Tickets must be picked up and signed out by parents and will not under any circumstances be given to students.

If you might have questions and/or concerns related to graduation tickets, please direct them to me at [tthomas@waverlyk12.net](mailto:tthomas@waverlyk12.net) or (517) 323-3831. Congratulations in advance to the parents of the outstanding Class of 2013!

Sincerely,

Tracy Thomas  
Deputy Principal

# Sample Of Teacher Letter To Graduating Student

**Rosina Ehmann**



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