S E N I O R M E M O R A N D U M
February 13, 2026

TO: The Senior Class, Seniors' Parents, Administration, Faculty, and Staff
FROM: Ms. Claire Harpole, Graduation Coordinator
RE: **GRADUATION ACTIVITIES**--Please read carefully and **SAVE** for future reference.

The following is provided for your information, please make note of dates, times, and appropriate attire for all functions. **STARRED DATES ARE MANDATORY EVENTS.**

Tues., April 7: **SENIOR EXAM EXEMPTION ELIGIBILITY DEADLINE**.

- Seniors must be academically eligible and have all required service hours verified and approved in X2Vol to qualify for exemption by **April 7**.
- Academic eligibility requirements met after **April 7** will not be considered.
- Parent service hours must also be complete or paid for by April 7 in order for seniors to exempt exams.
- **The Dean of Students verifies eligibility in accordance with the Senior Exam Exemption Policy found on pages 10-11 of the handbook. (absences, tardies, conduct, service hours, and finance, including parent service hours).**

Tues., April 7: ★ **SENIOR ENCOUNTER.** Seniors will attend the Senior Encounter at the Bethany Center 18150 Bethany Center Dr., Lutz, FL 33558 from 8AM – 3PM. Normal spirit dress out day rules apply. See handbook page 20 for questions.

Wed., April 8: **NOTIFICATION OF INELIGIBILITY TO EXEMPT EXAMS**

Fri., April 10: **DEADLINE TO APPEAL EXAM EXEMPTION INELIGIBILITY.** Seniors will have until **noon** on Friday, April 10 to submit a written appeal to Dean LeVie. Successful appeals will be communicated to teachers and students by the end of the day April 15.

SENIOR SEMESTER 2 SERVICE HOURS DEADLINE. Seniors who have not met their service hour requirement will not be allowed to participate in graduation activities, including Senior Farewell, Baccalaureate, and Graduation.

Sun., April 12: ★ **SENIOR CANDLELIGHT DINNER. 6 PM Columbia Restaurant 2117 E 7th Ave. ATTENDANCE IS MANDATORY FOR ALL SENIORS. This event is for students only, not family members.** Professional/Dressy attire is appropriate. Pants and collared shirts for boys; jacket and tie optional. Dress, skirt and blouse, or pants and blouse for girls.

Mon., April 20: **FEES DEADLINE**. All financial obligations must be met, including parent service hours, in order for seniors to sit for exams.

Mon., April 27 - Thurs., April 30: **SENIOR EXAMS**

Fri., May 1: ★ **SENIOR BACCALAUREATE REHEARSAL**. Rehearsal will take place in the gym at 11:00 AM. **THIS REHEARSAL IS MANDATORY FOR ALL SENIORS**. Rehearsal will last 1 ½ hours.

GRADUATION AND BACCALAUREATE TICKETS will be distributed after baccalaureate rehearsal. Each senior will receive **4** Baccalaureate tickets and **12** Graduation tickets. **No extra tickets are available.**

CAP AND GOWN DISTRIBUTION will occur after Baccalaureate rehearsal in the gym.
In order to pick up your cap and gown, all academic requirements as stated in the Tampa Catholic handbook must be completely fulfilled and all graduation fees, parent service hours, Christian service hours, and all money owed on accounts must be paid in full. Payments by check must wait until the check clears the bank.

SENIOR FAREWELL AND BACCALAUREATE MEETING. Any senior who would like to participate in the Senior Farewell Assembly or the Baccalaureate Mass as a reader, gift bearer, or singer **must** attend this meeting after Baccalaureate rehearsal. Please have a copy of the lyrics or poem and be prepared to audition at this meeting.

Fri., May 8: ★ **SENIOR FAREWELL ASSEMBLY/ALL SCHOOL MASS**. **THIS MASS/ASSEMBLY IS MANDATORY FOR ALL SENIORS.** Seniors are to line up as rehearsed in caps and gowns with proper attire (proper attire with gowns is listed at the end of this memo). Seniors must be at TC Gym by **12:45 PM** to begin lining up; the senior procession will begin promptly at 1:20 PM. DON'T BE LATE! **Seniors who arrive after the processional at 1:20 will not be allowed to participate and may lose the privilege of participating in any other graduation ceremony.**

S E N I O R M E M O R A N D U M
February 13, 2026

Thurs., May 14: **BACCALAUREATE MASS**. St. Timothy's Catholic Church, 17512 Lakeshore Road, Lutz. Students must wear caps and gowns with proper attire underneath. Each senior will receive **4** tickets for his/her family. ABSOLUTELY NO ADMITTANCE TO THE CHURCH WITHOUT A TICKET. **THIS MASS IS MANDATORY FOR ALL SENIORS. Failure to participate may jeopardize your privilege to participate in the graduation ceremony.**



6:15 p.m.: **Senior Line-Up**. Seniors will line up for the Mass in the Parish Center across from the church. NO FAMILY MEMBERS WILL BE PERMITTED IN THE PARISH CENTER AT THAT TIME.

7:00 p.m.: **Processional**. The procession will begin on time. **No senior will be allowed to enter the ceremony late.**

8:15-9:30 p.m.: **Baccalaureate Reception**. A reception honoring seniors and their immediate families will take place immediately following the Baccalaureate Mass in the Parish Center across from the Church.

Mon., May 18: **GRADUATION DAY! CONGRATULATIONS CLASS OF 2026!**

9:00 a.m.-12 p.m.: **Graduation Rehearsal**. STRAZ CENTER FOR THE PERFORMING ARTS. This is the ONLY rehearsal for graduation. **Attendance is mandatory**! Anyone who misses this rehearsal must get permission from the Principal to participate in the ceremony this evening. Parking is available in the Poe Garage, but there is a fee for parking. Please arrive early enough to get a parking space and be on time. You will use the backstage entrance on N Macinnes Place.



6:15 p.m.: **Graduation Line-up**. STRAZ CENTER FOR THE PERFORMING ARTS. Assemble and line up in the rehearsal hall as rehearsed in the morning. Students should use the backstage entrance. Only seniors are allowed to use backstage entrance - **no family or friends will be allowed**. Be sure to allow at least an extra fifteen minutes travel time this evening in order to find parking. **Family will not be allowed to enter the theater for seating before 6:30.**



7:00 p.m.: **GRADUATION PROCESSIONAL BEGINS ON TIME!** No Senior will be allowed late into the ceremony. **By order of the Performing Arts Center, absolutely no air horns, balloons, confetti, or other noisemakers are allowed into the center.** Due to fire regulations, video cameras may not be set up in the aisles. Any guest disrupting the ceremony will be escorted from the theater by security. **Due to limited seating, absolutely no admittance without a ticket.** Each Senior will be allowed **12** tickets only.

Tues., May 19: **DIPLOMA DISTRIBUTION**. Diplomas will be distributed in the guidance conference room beginning at 8:30 a.m. Each senior must personally pick up the diploma; diplomas will not be given to a third party. **All diplomas must be picked up on Tuesday, May 19, by 2:00**.

ADDITIONAL INFORMATION

Only cords/sashes issued by Tampa Catholic Honor Societies will be worn
Caps may NOT be decorated.
PROPER DRESS FOR WEAR UNDER THE CAP AND GOWN (Senior Farewell, Baccalaureate, Graduation):

Males – MUST wear a **white** dress shirt with a collar, top button fastened, **with a plain-color tie**, dark colored dress pants, and **dark colored dress shoes** (leather uppers with smooth soles) with socks. **Hair and facial hair must conform to school policies**. **No khaki pants, earrings, visible body piercings, extreme hair colors or styles, top-siders, deck shoes, athletic shoes, or boots of any kind.**

Females – MUST wear an all **white** dress that is of a length shorter than the gown and **white dress shoes** (no backless shoe, thong-type shoe, or casual wedge shoe). **Absolutely no** slacks, corsages, pins, or brooches may be worn on the academic gown. **No visible body piercings; only one earring may be worn in each ear; no extreme hair colors or styles.** No flowers will be carried during the processions.

Anyone not dressed properly will not be allowed to participate in these ceremonies!