



As you prepare for graduation, there are **two steps** that you **must complete** in the graduation process:

1. **Graduation Application:** The Graduation Application must be completed by all graduates, including both students who are participating in an in-person graduation ceremony and students who are not participating in a graduation ceremony.
2. **Cap & Gown:** A cap and gown must be ordered by all graduates who are participating in an in-person graduation ceremony.

Graduation Application

- The link to the Graduation Application can be found by clicking [here](#).
 - The Graduation Application must be completed by **ALL graduates**.
- As you navigate through the Graduation Application, please fill out **ALL** prompted areas of the application. Do not skip any steps.
 - **Deadline to submit the Graduation Application is April 11th.**

Cap and Gown Ordering

- To order your Cap and Gown from Jostens, please click this [link](#) to go directly to the Cap and Gown Unit page.
 - If you go to the [Jostens](#) website, shop your school and enter Pennsylvania Cyber Charter School and then follow the steps below to order your Cap and Gown:
 1. Click on “Graduation.”
 2. Under “High School,” you will go to the second selection and click on “Grad Products.”
 3. Click on the High School Graduation Cap, Gown, Announcements & More and click the button for “Shop Senior Store.”
 4. After clicking “Shop Senior Store,” scroll down $\frac{3}{4}$ of the way to the Cap & Gown section and click on “Cap & Gown Unit.”
- Price of **Cap and Gown Unit** (which includes a tassel):

\$31.25 plus tax from October 1st —March 15th

\$41.25 plus tax from March 16th - March 31st

\$51.25 plus tax from April 1st —April 30th

\$61.25 plus tax from May 1st—May 15th (call in orders after this date)

PRICE WILL CONTINUE TO INCREASE AS GRADUATION APPROACHES

Orders must be in the **student's name**. (Not in the parent or guardian's name)

- Orders will be mailed to the [shipping address](#). (Not the billing address if not the same)
- All Cap and Gown units will be sent to students at the shipping address indicated starting in March and every month after.

Please disregard information on Jostens website about shipping to school

- If you order apparel and/or graduation jewelry, those items ship in approximately two weeks.
- If you order announcements and/or accessories, those items ship in the spring.

If you need assistance with the Jostens website please contact our local customer service representative, Bob Parey directly at 724-553-5217