



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

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- 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 11<sup>th</sup>.**

## Cap and Gown Ordering

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- 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 1<sup>st</sup> —March 15<sup>th</sup>

\$41.25 plus tax from March 16<sup>th</sup> - March 31<sup>st</sup>

\$51.25 plus tax from April 1<sup>st</sup> —April 30<sup>th</sup>

\$61.25 plus tax from May 1<sup>st</sup>—May 15<sup>th</sup> (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*