

**CLASS OF 2021! IT'S TIME TO ORDER  
YOUR CAP & GOWN FOR GRADUATION!**

**PLEASE READ THESE DIRECTIONS VERY CAREFULLY.**  
**ALL STEPS MUST BE FOLLOWED.**

I apologize about the length of this notice, but there are a lot of things to cover.  
Thank you for your time and patience in reading the entire notice.

**This year, there are three different ways that you can pay for and order your cap and gown:**

- **Online (credit/bank account)**
- **By mail (cash/check)**
- **In person (cash/check)**

**The ONLINE process:**

- **Pay for your items on My School Bucks**
- **Print out your receipt**
- **Fill out the order form**
- **Mail your receipt and order form to the address below**
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**The MAIL-IN process:**

- **Send cash or check**
- **Check must be made out to *Newton South High School* and "*Graduation 2021*" written in the memo space**
- **Fill out the order form**
- **Mail your payment and order form to the address below**

**The IN-PERSON process**

**\*\* PLEASE NOTE: This is only for students who already come in to the building**

- **Put your cash or check in an envelope**
- **Check must be made out to *Newton South High School* and "*Graduation 2021*" written in the memo space**
- **Fill out the order form**
- **Deliver your payment and order form to Mrs. Stonehill's mailbox, which is located in the Goldrick House teacher's room**

**\*\* IF YOU ONLY NEED A CAP AND/OR TASSEL, DO NOT FILL IN THE HEIGHT/WEIGHT SECTION ON THE ORDER FORM. JUST WRITE "CAP AND TASSEL" (or whatever the item that you are ordering is) ON THE FORM**

**You will be required to pay your graduation fee when you place your order.**  
**SEE NEXT PAGE.**

**The whole set up (cap, gown, and tassel): \$40**

**Tassel ONLY: \$10**

**Cap ONLY: \$15**

**Cap and tassel: \$25**

**Other important things to know:**

- **You MUST have a cap and gown to walk in graduation.**
- **You must have your order in by APRIL 16<sup>TH</sup>**
- **IF YOU DO NOT HAVE YOUR ORDER IN BY APRIL 16<sup>TH</sup> , YOU WILL BE CHARGED A \$20.00 LATE FEE!**
- **If you have cap and gown from a sibling or friend who graduated from South you may use it, however you will still need to order a tassel (\$10.00)**
- **You may also order a cap and tassel (\$25)**
- **No orders will be placed without payment.**
- **Financial support is available on a need basis. Please notify your guidance counselor, your housemaster, or me if you need financial assistance.**

**IF YOU DO NOT NEED A CAP AND GOWN FOR ANY REASON, PLEASE LET ME KNOW.**

**Please send all cap and gown orders to:**

**Julie Stonehill**

**Goldrick House**

**Newton South High School**

**140 Brandeis Road**

**Newton Centre, MA 02459**

**Feel free to contact me with any questions: [stonehillj@newton.k12.ma.us](mailto:stonehillj@newton.k12.ma.us)**

**Thank you for your time!**

**Julie Stonehill**

**Newton South High School**

**Goldrick House**

**English Department**

**CORE Cohort English Teacher (10 & 11)**

**Contemporary Literature Teacher (12)**