



École Camrose Composite High School

6205-48 Avenue, Camrose, Alberta T4V 0K4
Telephone 780-672-4416 Fax 780-672-6351

October 20, 2022

Dear Parents and Students:

This letter is intended to provide you with information regarding the Grade 12 Farewell Exercises which are scheduled for Friday, May 26, 2023. We are able to host the event at the Encana Arena, provided there are no new health restrictions put in place in the upcoming months.

Grad photo dates are to be determined. Information for booking will be made available as soon as it's available.

The Grade 12 Farewell events are as follows:

Time	Activity	Location
Thursday, May 25		
4:00 PM	Mandatory Rehearsal (ALL GRADE 12s)	Encana Arena
Friday, May 26		
7:00 AM	Staff-hosted breakfast (ALL GRADE 12s)	Student Commons
2:00 PM	Group Picture (ALL GRADE 12s) *will be done in two groups*	School Library
4:00 PM	Encana Doors Open	
4:30 PM	Processional	Encana Arena
4:45 PM	Exercises	Encana Arena

As there are several graduations in the area on this date, we recommend booking appointments early.

The **fees** for the events are as follows:

- a) **Standard fee** for all participating grads is **\$100** and can be paid starting **May 1, 2023**. To confirm participation, we ask that this fee be paid by **May 12, 2023**. (For planning purposes, we need to know if you will be participating or not.) This fee includes a variety of expenses such as decorations, graduation cap, commemorative ÉCCHS folder for certificates and diploma, sound system rental, live streaming, video screens, photographer and decor. The standard fee must be paid before you can purchase guest invitations.
- b) **Guest invitations** for the ceremony are on sale from **May 1-May 12** at **\$7 each**.



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Grade 12 participants do not require an invitation. All other guests, including children, require a ticket. There is a limit of 7 invitations that you may purchase. Please finalize your guest list before purchasing tickets as we are unable to issue refunds.

***On May 15, at 9:00am, any remaining tickets will be sold on a first come-first served basis. Please pay for these extra tickets at the Accounts office (debit or credit card only), and pick them up in the library showing proof of purchase.**

c) Once payment for the standard fee and ceremony tickets has been made, students will take their receipts to Mrs. Gawryliuk in the library to choose the section and seats in the arena for their guests to sit and pick up their tickets. Guests attending the event **MUST** present their ticket at the door for entry and sit in their assigned seat. Ushers will be available at the event to assist in the seating process.

PAYMENTS ARE TO BE MADE THROUGH THE POWERSCHOOL PARENT PORTAL (not the PowerSchool App) OR ONLINE THROUGH YOUR RYCOR ACCOUNT. INFORMATION ON HOW TO PAY THROUGH RYCOR AND POWERSCHOOL IS ATTACHED.

The ceremony will be live streamed to provide all families the opportunity to witness the ceremony if unable to attend the in-person event. This link will be available through the school's website. **STUDENTS WILL NEED TO RETURN THE ATTACHED FOIP FORM TO MRS. GAWRYLIUK WHEN PICKING UP THEIR TICKETS. THIS IS MANDATORY TO PARTICIPATE.**

We have also booked a professional photographer. In the weeks following the ceremony, digital copies of the photos from the ceremony will be made accessible to students. The school-sponsored portion of the celebration ends with the ceremony. **The school is not involved in any way with the Prom Dance and Dry/Safe Grad events.** These are typically organized and chaperoned by parents.

Checklist

- Standard Fee paid through POWERSCHOOL PARENT PORTAL or RYCOR
- Number of tickets selected and paid through POWERSCHOOL PARENT PORTAL or RYCOR (Max of 7 allotted per grad). **Please finalize your guest list before purchasing tickets as we are unable to issue refunds.**
- FOIP permission form signed
- Receipt from payments as well as FOIP form brought to Mrs. Gawryliuk in library to choose seats and collect tickets.**



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FOIP CONSENT INTERVIEWS / PHOTOGRAPHS / AUDIO / VIDEO

(As required by the Freedom of Information and Protection of Privacy Act, Sections 33(c), 34 and 39)



This Consent Form must be used at the time:

- interviews/photographs/audio/video are taken by *the media or an outside organization* and where individual students are identifiable.
- interviews/photographs/audio/video are taken by *the Division or a Division school*, where individual students are identifiable and the material is to be used for purposes *outside the school division*.

I hereby consent for _____ (name of student)	
to be	<input checked="" type="checkbox"/> interviewed
	<input checked="" type="checkbox"/> photographed
	<input checked="" type="checkbox"/> video-recorded
	<input checked="" type="checkbox"/> audio-recorded
by	École Camrose Composite High School (name of organization or Division department)
for the purpose of <u>Participating in the public livestream of the 2023 Class Farewell Ceremony.</u>	
<u>Footage from the event may also be posted on the ECCHS/BRSD social media platforms</u>	
<u>and/or used in other formats to acknowledge and celebrate students.</u>	
_____ Signature of Parent/Legal Guardian	_____ Date (M/D/Y)
_____ Student's Grade	

For further information concerning the completion of this form, please contact the FOIP Coordinator at the Battle River School Division, Phone 780-672-6131.



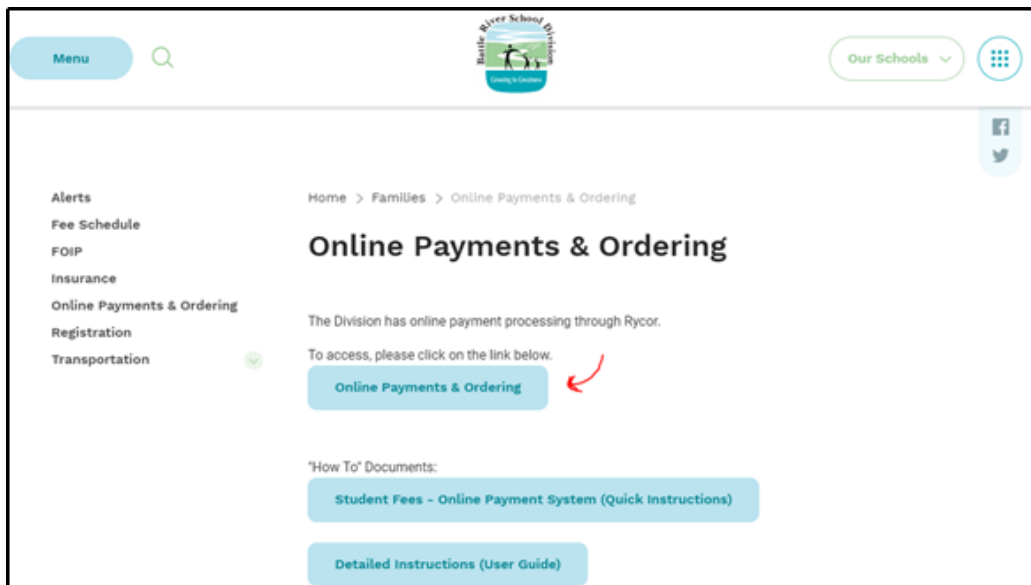
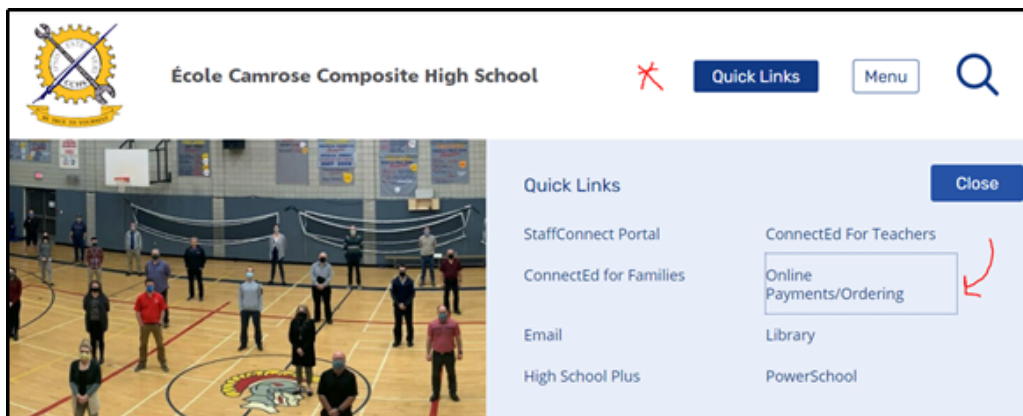
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PAYING YOUR FEE THROUGH RYCOR

To set up your Rycor account, change your password, make payments and print receipts visit the ECCHS website at cchs.brsd.ab.ca. Click on "Quick Links" > "Online Payments & Ordering". When prompted, choose "Add Student". You will need your student's 9-digit ASN ID which can be found on your Rycor invoice or on the student's Maplewood/ConnectEd account. Please note that we are only able to accept credit cards, Visa Debit and Debit MasterCard. **Enter Visa Debit and Debit Mastercard information as a credit card.**

If you need assistance in setting up your account please contact Ms. Jolene Lohner at (780) 672-4416, ext 6702.





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PAYING YOUR FEE THROUGH POWERSCHOOL PARENT PORTAL

Once you have logged into the PowerSchool Parent Portal you will see “School Fees and Forms” at the bottom of the Navigation list. **This cannot be accessed through the PowerSchool App on your phone.**

