

**TO:** SUN Tech Students and Parents  
**FROM:** Mrs. Hain, Administrative Director  
**SUBJECT:** Instruction and Information - Certificate Award Ceremony  
**DATE:** May 1, 2017

**Congratulations! You will soon complete your program of study at SUN Area Technical Institute.**

The following information and instructions are provided to help make your Certificate Awards Ceremony a memorable and a meaningful experience for you and your family. If you are unsure of any of the details, please contact your instructor or the Office.

**Rehearsal:** **Wednesday, May 24, 2017** is a regular school day for SUN Tech students and all students will wear their SUN Tech uniform all day, including practice. Lunch will be served at the regular time.

**Students Riding Bus:** At 12:05 p.m., busses from the participating school districts will transport students, who do not have their own transportation, to the Garrett Field House on the Susquehanna University Campus for practice.

**Students Driving:** Students who drive to SUN TECH will depart for Susquehanna University after the busses have departed. Student drivers must have permits and student riders must be listed on permits to ride. Dismissal for the day will be from the Garrett Field House at 2:10 p.m.

**Certificate Awards Ceremony, Wednesday, May 24, 2017 at 7:30 p.m.**

12<sup>th</sup> Grade students will wear the gown from their sending high school.

11<sup>th</sup> Grade students, Prime Time Adult students and any senior who has not received a gown at their home school, the Guidance Office will fit those students for a gown to wear for the Ceremony.

**Please report to the Garrett Field House (Map is located on the back of this Memo) no later than 7:00 p.m.**

**Handicap Parking will be available, students can sign up in the office as soon as possible, with the number of passes needed. Passes will be given closer to the time of the ceremony.**

**Dress Code is Professional and is as follows: Dress Pants, and Button Down Shirts for Male Student's. Dress Slacks, blouses or Dresses for Female Student's. No School Uniforms, No Jeans, No Work Boots, No Shorts or T-Shirts, No Flip Flops.**

Working together, we'll make this ceremony a memorable event!