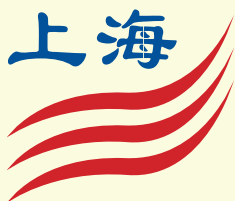


# Shanghai American School



*Class of 2017*

Pudong Campus

GRADUATION  
HANDBOOK



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## I. Calendar

- Wednesday, October 19:
  - ✓ Senior Class Meetings
  
- Tuesday, February 14 & Wednesday, February 15:
  - ✓ Senior Class Meetings
  
  - February 14:
    - Faculty Speaker Nominations
    - Senior Speaker Nominations
    - Identification of Summa and Magna Cum Laude students
    - Farewell Address Speaker Nominations
  
  - February 15:
    - Introduce Senior Awards and Application/Nomination Process
    - Review Forms for Name Change Request for Grad Announcement and Program
    - Voting for Faculty and Senior Speaker
    - Summas and Magnas vote for Farewell Address Speaker
  
- Monday, February 27:
  - ✓ Verification of Name for Graduation Announcement and Program due
  - ✓ Payment due for additional Graduation Announcements
  
- Wednesday, March 22:
  - ✓ Graduation Announcements available to be picked up
  
- Monday, April 24:
  - ✓ Last Day for IB Y2 Classes (both certificate and diploma)
  - ✓ Senior Awards Nominations and Applications due to the Counseling Center
  - ✓ Faculty Speaker announced
  - ✓ Senior Speaker announced

- **Monday, May 1:**
  - ✓ First possible study day for AP students
- **Friday, May 12:**
  - ✓ Last Day of Class for non-AP, non-IB courses
- **Monday, May 15 – Friday, May 19:**
  - ✓ Final Exams for Seniors in non-AP, non-IB classes
  - ✓ Only for students earning below a 75% as of May 15
- **Wednesday, May 24:**
  - ✓ All Senior Return Day – Transition Seminar
  - ✓ Sign Out Sheets due to the HS Office
  - ✓ Last Day to pick up Tickets for the Graduation Ceremony
- **Thursday, May 25:**
  - ✓ Senior Picnic – Location TBA – Yearbooks distributed
- **Friday, May 26:**
  - ✓ Graduation Rehearsal on Campus
  - ✓ PTSA sponsored Senior Lunch
  - ✓ Awards Ceremony
- **Sunday, May 28:**

Graduation at Shanghai Culture Square Theater,  
36 Yongjia Road, near Maoming Nan Road, Huangpu District  
黄浦区永嘉路36号, 近茂名南路

## II. Senior Scholarship Awards Program at SAS - Pudong Campus

The SAS Community – parents, faculty, alumni, and students – acknowledge the personal qualities and achievements in academics and activities of its graduating Seniors.

In that spirit, five awards have been designated in the areas of **Spirit, Leadership, Academics, Service and Integrity, and an overall excellence in these four areas: The SAS Pudong Eagle Award.** These awards are presented at Graduation by the PTSA or faculty/school representative as appropriate.

**In 2017, any nominations and applications for these awards should be submitted to the counseling office by Wednesday, April 26.**

In general, these five awards mirror awards which have been traditionally been given by the SAS Pudong Campus community. While input is solicited from faculty and students, the awardees are actually selected by an Awards Selection Committee composed of faculty, counselors, and administrators. All graduating Seniors are eligible for each award but no student will be awarded multiple awards. (Five awards, five different recipients.)

### A. SAS Pudong Spirit Award (\$1000)

(The Pudong Booster Club/PTSA fund this award)

The SAS Pudong Spirit Award is presented to a Senior who has demonstrated through his/her extra-curricular activities an attitude of enthusiasm and support for the greater good of the school body. This support goes beyond any academic requirements and represents participation in or attendance at a wide variety of sports and fine arts events. This student has demonstrated this behavior throughout his/her tenure at SAS and has been nominated for this award **by other graduating Seniors.**

Selection for this award is done through 1) nomination by Seniors of candidates, 2) selection from these nominations by the Awards Selection Committee appointed by the High School Principal composed of faculty, administrators and counselors, 3) final selection by the Awards Selection Committee in the presence of an appointed representative of the PTSA Board. (See nomination form at the end of this booklet)

### B. SAS Pudong Leadership Award (\$1000)

(Sponsored and funded by the PTSA)

The SAS Pudong Leadership Award is presented to a compassionate graduating senior who has been nominated by his or her fellow students as a leader, a

trusted individual, with purposeful vision, that others are willing to follow. To qualify for the award, the recipient must be a student in good standing and must have held a position of leadership at SAS. Leadership opportunities can include, but are not limited to: involvement in student government; captain, asst. coach or management of a sports team; a club officer; a student director in the fine arts; or an editor of a literary publication.

Selection for this award is done through 1) nomination of candidates **by Seniors** 2) selection from these nominations by the Awards Selection Committee appointed by the High School Principal composed of faculty, administrators and counselors, 3) the final selection by the Awards Selection Committee in the presence of an appointed representative of the PTSA Board.

### **C. SAS Pudong Academic Excellence Award (\$1000)**

(Sponsored by the SAS Pudong faculty)

The SAS Pudong Academic Excellence Award celebrates and acknowledges the fact that Shanghai American School is a school in which intellectual curiosity and personal motivation thrive and students are actively engaged in the learning process. The development of well-balanced students is encouraged through academic rigor using a curriculum that inspires a passion for learning and intellectual vitality.

This scholarship is awarded to a student who has earned honor roll status with a GPA of 3.50 or higher while following a challenging curriculum, which included taking a significant number of AP or IB courses. The student should also demonstrate self-motivation for life-long learning.

Selection for this award is done by the Awards Selection Committee, appointed by the High School Principal composed of faculty, including the AP and IB Coordinators, administrators and counselors.

### **D. SAS Pudong Alumni Award for Service and Integrity (\$1000)**

(Sponsored and funded by the Shanghai American School Alumni Association)

The SAS Pudong Alumni Award for Service and Integrity is presented to the student, who, throughout their time at SAS, has demonstrated an ability to make a positive contribution to their community; either within the school, or at a local, national and global level. Not only has the student shared their energy and special talents to benefit others, but he/she has also shown commitment to working cooperatively with individuals and groups. Further, the student has shown a real commitment to applying their learning in a productive, positive and responsible ways in order to better the world around them.

Through his or her service activities – be it coaching or tutoring young children, visiting Seniors in residential homes, working with environmental agencies, or volunteering at hospitals and orphanages – this student has shown respect for the dignity and self-worth of others, while having developed attitudes and core ethical values that enhanced his or her personal growth.

Selection for this award is done through nomination by the High School faculty, from these nominations the recipient is then chosen by the Awards Selection Committee, which is composed of faculty, administrators and counselors, and the IB CAS Coordinator.

#### **E. SAS Pudong “Eagle” Award (\$1500)**

(Co-sponsored by the SAS faculty and SAS PTSA – equally shared.)

The SAS Pudong “Eagle” Award is presented to one outstanding student that contributed to enriching the SAS environment in each of the four areas of excellence represented by the other four awards: Spirit, Leadership, Academic Excellence, and Integrity & Service.

Students will be asked to apply for this award through an essay. Based in part on the essays, the recipient will be selected from these self-nominations by the Awards Selection Committee, appointed by the High School Principal, composed of faculty, administrators and counselors. The final selection will be by the Awards Selection Committee in the presence of an appointed representative of the PTSA Board.

### **III. Graduation Speakers**

#### **A. Senior Class Speaker:**

Each year the graduating Seniors choose one of their classmates whom they believe embodies the spirit of entire Senior Class to speak on their behalf at the Graduation Ceremony.

Selection of the Senior Class Speaker will follow the process outlined below:

1. All Seniors may nominate up to three classmates whom they believe embody the spirit of the entire Senior Class. In 2017 these initial nominations will be completed on February 14.
2. The three Seniors with the most nominations will be notified, and if they agree to the nomination, will then be asked to present a brief summary of their speech to their classmates.
3. Each Senior will then vote for the one person whom they believe will best represent their class to speak at the graduation ceremony.



4. The Senior who receives the majority vote will be identified as the Senior Speaker for the Graduation Ceremony. Identification of the Senior Speaker will take place no later than April 26.
5. The Senior speaker will be required to present the entire speech to a panel of faculty prior to the graduation ceremony for approval.

**B. Faculty Speaker:**

It is custom at SAS Pudong for the Senior Class to elect a faculty member to give a departing message to the senior class. All Seniors will be asked to consider teachers with whom they have interacted with at SAS. The Faculty Speaker could be a teacher who you've taken a course from, been coached by, or a teacher you simply enjoy speaking to.

Selection of the Faculty Speaker will follow the process outlined below:

1. All Seniors may nominate up to three faculty members whom they believe would deliver a meaningful message to the Seniors as they graduate. In 2017 these initial nominations will be completed on February 14.
2. The Senior class will then be asked to vote for one of the top three nominated faculty members. Identification of the Faculty Speaker will take place no later than April 26.

**C. Farewell Address Speaker:**

The farewell address of the graduation ceremony is given by the student identified as the Valedictory Speaker (see page 8 for information on the Valedictory Speaker Selection). The purpose of the address is to celebrate the class's collective achievements and to bid farewell to classmates as they move on to the next phase of their lives.

## IV. Magna Cum Laude, Summa Cum Laude, and Valedictory Speaker Selection Process

**A. Change to the Salutatorian and Valedictorian Designation:**

This is the second year that SAS will no longer designate a Salutatorian for the graduating class and the Valedictory Speaker will not be selected on the basis of GPA alone.

**B. Magna Cum Laude and Summa Cum Laude Designation:**

All students with an SAS cumulative grade point average of 3.750 to 3.899 will be recognized as Magna Cum Laude. Those with a cumulative grade point

average of 3.90+ entering their final Senior semester will be recognized as Summa Cum Laude.

Calculation of the cumulative grade point average will include all courses taken at SAS and there will be no weighting of courses in the calculation. To be eligible, students must have attended SAS during their entire junior and senior years.

To earn either of these distinctions, students must maintain strong grades throughout the second semester of Grade 12.

### **C. Valedictory Speaker Selection Process**

All students in the Magna and Summa Cum Laude categories will select one student from the Summa Cum Laude category to represent them by giving the farewell Valedictory Address.

Selection of the Valedictory Speaker will follow the process outlined below:

1. Students in the Magna and Summa Cum Laude categories will nominate the one classmate in the Summa Cum Laude category whom they believe will deliver a farewell address that will successfully celebrate the class's collective achievements and bid farewell to classmates as they move on to the next phase of their lives.
2. The student in the Summa Cum Laude category receiving the most nominations will be designated as the Valedictory Speaker at the graduation ceremony. Identification of the Valedictory Speaker will take place no later than April 26.

## **V. End of Year Information for All Students**

### **A. IB Full Diploma Classes and Students**

1. Formal IB Year 2 classes end three days prior to the first scheduled IB exam. For the 2016-2017 School Year, as the first exam is on Friday, April 28, the last day of class for IB Y2 students will be on Monday, April 24.
2. Full IB diploma candidates will have these three days prior to the start of IB exams to use for the purpose of study. Students are expected to use this study time wisely.
  - On these days students may study at home or they may come to school for extra help.
3. After April 24, IB Diploma candidates need only to come to school for study sessions (determined by the teacher) that might be scheduled, and for formal exams, **with the exception the dates noted below in Section E.**

## B. IB Certificate Classes and Students

1. Formal IB Year 2 classes end three days prior to the first scheduled IB exam. For the 2016-2017 School Year, as the first exam is on Friday, April 28, the last day of class for IB Y2 students will be Monday, April 24.
2. Students in certificate classes are expected to use the time prior to their individual exams in preparation for the exam.
3. Although IB Year 2 classes will have ended, IB certificate students are expected to attend all other SAS classes as usual.
4. Students will be granted the day prior to their IB certificate (and AP) exams for study and are not required to attend any of their regularly scheduled classes on the day of the exam.
5. After taking any IB Certificate exam, except on days when they are excused to prepare for or take other IB (or AP) exams, students should continue to report to their IB classes.
  - At the discretion of the teacher, this time may be used for follow up class activities or for individual study.
6. Certificate students may have an approved “study day” only on the calendar day immediately prior to each IB certificate exam. **If an exam is on a Monday, Friday is NOT a study day.**
7. Only on exam days and approved study days may students arrive and depart school at their leisure. Students should mark their calendar for exam days, and the prior “study” day.

## C. AP Classes and Students

1. AP classes will run until two days prior to the AP exam.
2. As the first AP exam is Monday, May 1, the first allowed “study day” would be Tuesday, May 2 for the Wednesday, May 3 exam.
3. Students are granted the day prior to the AP exam for preparation of the AP exam.
  - If the exam is on Monday students ARE expected to attend school on the preceding Friday.
4. On the day of a scheduled AP exam, students may arrive and depart school at their leisure
5. All non-AP classes must be attended the day after the AP exam (unless it is an absence due to another upcoming AP test)
6. As with IB Certificate exams, after any AP exam has been taken students should continue to report to their AP classes as usual (except on days when they are excused to prepare for or take other IB or AP exams).
  - At the discretion of the teacher, these classes may be used for follow up activities or for individual study.

7. Only on exam days and approved study days may students arrive and depart school at their leisure. Students should mark their calendars for exam days, and for the prior “study” days.

**D. All Non-IB/AP Classes and Students**

1. Seniors are expected to come to school and attend all classes as usual, **except on the days they might be preparing for, or taking, IB Certificate or AP exams.**
2. This spring we are not requiring Final Semester Exams in non-IB/AP courses **except if a student has an average of 75% or below by Friday, May 12.**
  - Final Exams for these students will take place the week of May 15.
  - These may be traditional Exams or other types of summative assessments.
  - On these days, students may come only for that assessment if they wish.
3. The last class day for non-IB, non-AP courses for Seniors is Friday, May 12.

**E. Sign-Out Process for Seniors**

1. **Seniors should complete their sign-out process with the office by the day of their last exam.** Sign-out sheets may be picked up from the office beginning Friday, April 28, 2017.
2. **If Seniors do not complete their sign-out process** prior to their last exam the deadline for doing so is Wednesday, May 24, 2017.
3. **The Last signature on the “sign-out” form must be your counselor’s signature.**

**F. Senior Return Day - Wednesday, May 24: All Seniors MUST return to school**  
The agenda for the day is as follows:

1. Senior Class Meeting in the LLH to review graduation specifics.
2. Transition Seminar in the LLH hosted by the counselors.
3. Senior Sign-Out process must be completed by 3:00 p.m.

**G. Senior Picnic - Thursday, May 25**

1. The Senior Picnic is hosted by the Junior Class and will include lunch and activities, the location has yet to be determined.
2. Yearbooks will be distributed during the Senior Picnic, Seniors are advised to bring a pen for signing yearbooks.

**H. Graduation Rehearsal & Awards Ceremony– Friday, May 26**

The agenda for the day is as follows:

**1. 8:30 to 11:30 a.m.**

Graduation rehearsal in the small gym: **ALL Seniors are REQUIRED to attend.**

**2. Noon to 1:15 p.m.**

Senior Moms/PTSA hosted Senior Barbeque in the pool courtyard

**3. 1:30 to 2:45 p.m.**

Awards Assembly: **ALL Seniors are REQUIRED to attend, this is your final send-off from high school.**

## VI. Graduation Announcements and Tickets

### A. Graduation Announcements:

1. Each Senior is allotted five (5) Graduation Announcements free of charge.
2. Seniors and their parents may order additional announcements in packs of five for RMB 80 per pack.
3. It is important to note that these Announcements are NOT a ticket or an invitation to the Graduation Ceremony, instead they are sent to family and friends, who may or may not be able to attend the graduation, as a memento of the student's accomplishment.
4. Requests for additional announcements must be submitted with the Graduation Announcement Order Form (found on page 18 and exact payment no later than February 27, 2017).

### B. Graduation Tickets:

The Shanghai Culture Square Theater has enough seating for each graduating senior to invite up to seven (7) guests. The seating at the Shanghai Culture Square Theater is on a first-come, first-served basis.

Each senior can begin picking up their tickets in mid-May. The last available day for Seniors to pick up their tickets is May 26, 2017.

## VII. Diploma and Graduation Program

### A. Diploma

The SAS Diploma will be imprinted with your full name as indicated in SAS PowerSchool records, **if you and your parents would like a different name to be printed on your diploma** you must request this through the HS Office.

To request to have a different name printed on your diploma Seniors must submit the form found on page 17 to the HS Office no later than February 27, 2017.

## **B. Graduation Program**

The SAS Graduation Program will be imprinted with your full name as indicated in SAS PowerSchool records, **unless you and your parents request a different name be printed on your diploma.**

To request to have a different name printed on in the Graduation Program Seniors must submit the form found on page 17 to the HS Office no later than February 27, 2017.

# VIII. Graduation Ceremony Information

## **A. Graduation Ceremony**

1. Sunday, May 28 from 10:00 a.m. to Noon
2. The Shanghai Culture Square Theater on 36 Yongjia Road
  - Please arrive at the Shanghai Culture Square Theater no later than 8:15 a.m.
  - Please dress appropriately.

### **Guys, please wear**

- A white dress shirt you can wear a tie with;
- Black or dark colored slacks, no jeans;
- Black or dark colored shoes, no tennis shoes.

### **Ladies, please wear**

- Appropriate shoes, nothing too high, you will be walking up numerous levels of stairs, flats are recommended for the ceremony, you can change after the ceremony.
- Your hair down, this will make it easier to attach the mortarboard.
- A dress, skirt or slacks, no jeans.

## **B. Graduation Reception**

1. Shanghai Culture Square Theater, 36 Yongjia Road near Maoming Nan Road, from Noon to 1:15 p.m.
2. Light refreshments will be served.
  - Please plan on staying the entire time, it is recommended you do not make lunch reservations until 1:30 p.m. at the earliest.
  - This is a great time to socialize with your family, take pictures, and say goodbye to Faculty and classmates.

## IX. Final Notes

### A. Exam Day Attendance

1. As has been the case with regular semester finals, on days on which Seniors take AP, IB Certificate/IB Diploma, and/or non IB/AP semester exams they may come to school only for the exam if they wish – come late, leave early, etc. on their own.
2. However, when in school Seniors are expected to be **working quietly with others in either the cafeteria, outside, or in the library. Just hanging out is not an option.**

### B. Behavioral Expectations

As graduation approaches Seniors frequently begin to slack off in their responsibilities at school. With this in mind please be reminded:

All Seniors are expected to:

1. Report to class regularly and on time.
  - Skipping classes or excessive tardies will result in after school detention, as well as other possible consequences as determined by the High School Administration.
2. Participate in classwork and complete assignments.
3. Bring materials to class and otherwise be engaged in class activities.
4. Maintain your academic integrity. At SAS we believe honesty and integrity is critical in our purpose, therefore cheating in any form will not be tolerated.
5. Respect the rights and property of others, including school property.
6. Comply with all classroom/school wide rules and regulations.
7. Conduct yourself appropriately while at SAS and while on school-related trips as a representative of SAS.

**Seniors in violation of any of the above expectations could result in the loss of attendance at and participation in the Graduation Ceremony.**

### C. Financial Obligations:

Families should note:

All tuition, fees, cafeteria bills, bus fees, textbook bills, uniform payments, etc. must be cleared by 3:00 p.m. on **Wednesday, May 24, 2017.**

Final transcripts will not be sent until all financial obligations, including returning or paying for lost textbooks, and/or other school property, are completed. Seniors and parents please verify there no outstanding obligations with the business office (bus, tuition, etc.).



## SAS Spirit Award Nomination Form - Class of 2017

**SAS Pudong Spirit Award (\$1000):** *The Pudong Booster Club and the PTSA fund this award.*

*The SAS Pudong Spirit Award* is presented to a senior student who has demonstrated through his/her extra-curricular activities an attitude of enthusiasm and support for the greater good of the school body. This support goes beyond any academic requirements and represents participation in or attendance at a wide variety of sports and fine arts events. This student has demonstrated this behavior throughout his/her tenure at SAS and has been nominated for this award by other graduating Seniors.

Selection for this award is done through 1) the nomination by Seniors of candidates using this form, 2) the selection from these nominations by the Awards Selection Committee appointed by the High School Principal composed of faculty, administrators and counselors, 3) the final selection by the Awards Selection Committee in the presence of an appointed representative of the PTSA Board.

Each graduating member of the SAS class of 2017 is eligible to nominate one deserving senior for this prestigious award.

Your nomination is \_\_\_\_\_  
(please print in English)

**Nominations are due to the counseling office no later than Monday, April 24, 2017.**

Comments about this person that make you believe she/he is deserving of this award: (required)

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## SAS Leadership Award Nomination Form - Class of 2017

**SAS Pudong Leadership Award (\$1000):** *Sponsored and funded by the PTSA.*

*The SAS Pudong Leadership Award* is presented to a compassionate graduating senior who has been nominated by his or her fellow students as a leader, a trusted individual, with purposeful vision, that others are willing to follow. To qualify for the award, the recipient must be a student in good standing and must have held a position of leadership at SAS. Leadership opportunities can include, but are not limited to: involvement in student government; captain, asst. coach or management of a sports team; a club officer; a student director in the fine arts; or an editor of a literary publication.

Selection for this award is done through 1) the nomination by Seniors of candidates using this form, 2) the selection from these nominations by the Awards Selection Committee appointed by the High School Principal composed of faculty, administrators and counselors, 3) the final selection by the Awards Selection Committee in the presence of an appointed representative of the PTSA Board.

Each graduating member of the SAS class of 2017 is eligible to nominate one deserving senior for this prestigious award.

Your nomination is \_\_\_\_\_  
 (please print in English)

**Nominations are due to the counseling office no later than Monday, April 24, 2017.**

Comments about this person that make you believe she/he is deserving of this award: (required)

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## The SAS “Eagle” Award Application Form - Class of 2017

**SAS Pudong “Eagle” Award (\$1500):** *Co-sponsored by the SAS faculty and SAS PTSA – each sponsors half.*

*The SAS Pudong “Eagle” Award* is presented to one outstanding student that contributed to enriching the SAS environment in each of the four areas of excellence represented by the other four awards: Spirit, Leadership, Academic Excellence, and Integrity & Service. Students will be asked to apply for this award through an essay.

Based in part on his or her essay, the recipient will be selected from these self-nominations by the Awards Selection Committee, appointed by the High School Principal, composed of faculty, administrators and counselors, 3) the final selection by the Awards Selection Committee in the presence of an appointed representative of the PTSA Board.

NAME \_\_\_\_\_

(please print in English)

**Applications are due to the counseling office no later than Monday, April 24, 2017.**

1. Having read the qualifications for the four scholarship awards - Spirit, Leadership, Academics, and Service & Integrity - **attach to this form an essay of your own composition of no more than 250 words telling why you believe you exemplify the qualifications of all these awards.**
2. Please also submit with this essay **a copy of your college resume from Naviance (your college resume is a list of activities, service, and accomplishments both in and out of school that you have been involved in since beginning high school).**



Class of 2017  
**Name Change Request**  
 for SAS Diploma, Program, and Announcements

The name on your diploma will be your full name as indicated in SAS PowerSchool records, **unless you and your parents request a different name be printed on your diploma.**

To request to have a different name be printed on your diploma, please fill in the required information below:

- TYPE the name in the space provided below.
- Print the form with your name TYPED in the space provided.
- Both you and your parents must then sign verifying this preference.
- Return the completed form to Sylvia Shen in the HS Office by no later than **Monday, February 27, 2017.**

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Please **PRINT** your name as it appears in PowerSchool

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Please **PRINT** the name you prefer to have listed on your SAS Diploma, Program, and Graduation Announcement in the space provided above

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



Class of 2017  
**Graduation Announcement**  
Information

Sunday, May 28, 2017  
The Shanghai Culture Square Theater  
Ceremony: 10:00 a.m. – 12:00 p.m.  
Reception: 12:00 – 1:30 p.m.

- A. Each senior will be provided a packet of five (5) Graduation Announcements **free of charge**.
- B. If you or your family would like additional Announcements, you may order extras in packets of five (5) for RMB 80 per packet.
- C. It is important to note that these Announcements are NOT a ticket or an invitation to the Graduation Ceremony, instead they are sent to family and friends, who may or may not be able to attend the graduation, as a memento of the student's accomplishment.
- D. If you would like to order extra announcements, please fill out the appropriate blank below.
- E. Return this form, as well as the EXACT PAYMENT amount to Sylvia Shen in the HS Office (no change will be given) by **Monday, February 27, 2017**.
- F. Announcements will be available for pick up from the High School Office beginning Wednesday, March 22, 2017.

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Student Name (please print)

- 5 Extra Announcements = RMB 80
- 10 Extra = RMB 160
- 15 Extra = RMB 240
- 20 Extra = RMB 320
- 25 Extra = RMB 400
- Other: \_\_\_\_\_ Packs of 5@80RMB = RMB \_\_\_\_\_

EXACT PAYMENT and this form are due to Sylvia Shen in the HS Office (no change will be given) by **Monday, February 27, 2017**.



Shanghai American School  
An International Community

Class of 2017  
**Graduation Ticket**  
Information

Sunday, May 28, 2017  
The Shanghai Culture Square Theater  
Ceremony: 10:00 a.m. – 12:00 p.m.  
Reception: 12:00 – 1:30 p.m.

- The Shanghai Culture Square Theater allows enough seating for each graduating senior to invite up to seven (7) guests.
- Beginning in May, each senior will receive admission tickets (without seat numbers) for their seven guests.
- Students should pick up their tickets no later than Friday, May 26, 2017. If you will not be using all your tickets please return the extra tickets to Sylvia Shen.
- There will be no assigned seating at the DaGuan Theater and seating will be on a first-come, first-served basis (no assigned seats for guests).
- Should you wish to request additional tickets please see Sylvia Shen in the HS Office before May 24, 2017.

## SAS PUDONG HIGH SCHOOL END OF YEAR SENIOR Sign-Out Sheet – May 2017

Name \_\_\_\_\_

1. Student Completes Column A and B.
2. Student obtains signatures from each of their teachers in Column C.
3. Teacher completes Column D, if necessary.
4. STUDENT SIGNS AND TURNS IN COMPLETED SHEET TO SYLVIA SHEN IN THE HS OFFICE on or before WEDNESDAY, MAY 25 (It is suggested that you turn the form in on the day of your last exam).
5. **NO TRANSCRIPTS WILL BE ISSUED TO ANY STUDENT UNTIL THE COMPLETED SHEET IS RETURNED TO THE OFFICE AND ANY NECESSARY PAYMENTS MADE.**

	A	B	C	D
	COURSE	TEACHER	TEACHER'S SIGNATURE	REASON FOR NO SIGNATURE
HR	Lock turned in/ locker clean			
1A				
2A				
3A				
4A				
1B				
2B				
3B				
4B				
	Librarian			
	Counselor			
	Activities Director			
Summer address/email:				

STUDENT SIGNATURE: after column C is completed: \_\_\_\_\_

**TURN IN COMPLETED SHEET TO HS OFFICE BY 3:00 p.m. ON MAY 24, 2017.**





**Pudong Campus**

1600 Lingbai Road, Shanghai Links Executive Community  
Sanjiagang, Pudong New Area, Shanghai, China 201201  
Tel: 6221 1445, Fax: 6891 5198