

Today's e-mail is designed to give you additional information about the Jostens station that your senior will participate in on Friday, October 23.

FIRST – some information from Jostens and our school's representative

3 Easy Steps.

- Watch the below 1min YouTube video
- Browse the catalog
- Place your order

Step 1.

- Graduation video: https://youtu.be/Mexh_qlvVc

Step 2.

- Browse the catalog.
- Since we are attending virtually, below is a link to your Reagan HS graduation page.
- <https://www.jostens.com/apps/store/customer/1725971/Reagan-High-School/>

Step 3.

- Place your graduation order.
- Please bring your completed order form (attached) on your October 23. Detailed package pricing is on the online page.

Virtual Students. We would love to see your face on order day using the attached order form! BUT, if you feel more comfortable placing your order using a different method, simply order online, phone in your order to 1-800-JOSTENS or mail in your order form to the address on the order form. (**NOTE** – this will not be open until after Friday, October 23.)

Important Notes:

-Orders are not required to be paid in full on order day. A \$60 deposit is requested. You have the entire school year to make payments. Orders must be paid in full before the cap and gown delivery day in the spring.

Questions?: 1-800-JOSTENS

Now some notes from Mr. McAbee

Before Senior Day, print out a copy of the order form that is attached to this e-mail. Complete all the information at the top of the order form. This includes your height and weight. **ALL Seniors intending to walk in June must turn in this form in order to guarantee receiving a cap, gown, and stole. The cost of the caps and gowns is \$34.50 (plus tax). Even if you cannot make the full payment at this time, please be sure to order your cap and gown.** Your cap/gown/stole order does include the tassel

used at graduation. If you choose to purchase a stacked tassel or any other tassel, those are for souvenirs. They are not worn at graduation.

Jostens provides additional items including **graduation announcements, Thank You cards, apparel, and other items**. Check the attached packet and order form for additional information about what is available for you to order.

Any apparel ordered from Jostens is a generic Class of 2021 design, not Reagan specific.

If you order the Essential, Senior, Mascot, or Mini Package, be sure to note that the price of the cap and gown is factored into the package cost. **If you don't order one of the packages, be sure to put \$34.50 as your "Product total this side" on the lower right-hand corner of the front side.** You can also order items *a la carte* on the back of the form. If you do choose this option, be sure to put the total in the "Product total back side" on the lower right-hand corner of the front side.

Be sure to calculate your tax. Multiply your order's subtotal by 0.0675. This will be what you enter on the tax line. Add the subtotal and your tax for your total payment.

You will need to provide payment payable by **cash**, or a **check /money order made payable to Jostens**. There is a place on the order form for you to fill in credit card information for easy payments. Please remember what our representative said earlier – a \$60 deposit is requested for large orders.

If there are financial constraints that might hinder you from ordering your cap and gown, please communicate with either your Guidance Counselor, a trusted administrator, or me. This conversation is confidential – but we do not want you to feel this will hold you back from participating in graduation.

Watch the Senior web page for updates. I plan to post sample order forms to help you complete the Jostens form. I am also planning on having a couple of Zoom Open Houses in October where you can pop in and ask questions about completing this form.

WHAT MUST SENIORS HAVE AT THIS STATION?

*Every student planning on walking at graduation **must** bring the order form from within the Jostens packet. Every student must have completed the Student Information section at the top of the page.*

Seniors choosing to order additional announcements / apparel / memorabilia need to complete those sections and bring the appropriate payments.