

EAST WAKE HIGH SCHOOL

Stacey Alston, Principal
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April 2, 2019

Dear Seniors,

Graduation is fast approaching! In an effort to make sure all of your family members can attend this joyous occasion, you will be given the opportunity to earn additional graduation tickets. To receive additional graduation tickets, please follow the process below:

1. The Potential Test Proctor must visit the EWHS Homepage, and click the “Potential Test Proctor” link. Once the link opens, the Potential Test Proctor will choose from the list a date and time when they can come to EWHS and complete the WCPSS Volunteer Agreement Form. Please bring your driver’s license and social security card with you, unless you know the numbers. **All test proctors will have to pass a criminal background check.**
2. The Potential Test Proctor must visit the EWHS page and sign up to complete this process as soon as possible. Time slots will only be available on the following dates: April 4, April 10, April 11, April 12, April 23 thru April 26, April 29 and April 30.
3. Once WCPSS approves the Potential Test Proctor, they will receive a phone call and email from EWHS. The email sent to the Potential Test Proctor will include a link. The Potential Test Proctor will click on the link in the email to choose the date and time they will be available to come to EWHS to be trained as a test proctor.
4. During the test training, the Potential Test Proctor will choose the date(s) they are available to proctor for testing. 2nd Semester 2019 Testing Dates are June 5, June 6, and June 7.
5. On the actual day of testing, the Test Proctor will check in at the Main Office and wait for further directions.
6. Some reminders:
 - *Test Proctors must commit to the full day of testing in order for the Senior to receive the extra graduation ticket. Time commitment, 7:15a.m. to 2:15 p.m. on the day of the test.
 - *There is no limit to the number of extra graduation tickets a Senior may receive. One extra graduation ticket per test proctor that volunteers the entire day will be given to the Senior.

If you have any questions or concerns about this process, please contact Mrs. Ford or Mr. Wade.

Sincerely,

Katonia Ford

Assistant Principal

East Wake High School