



February 2023

Dear Parents and/or Guardians:

June will be here before we know it! At this time, we would like to prepare the students for annual "moving up" traditions.

With that, we would like to share some important information with you about graduation fees. The list below outlines what the different fees cover and when they are due.

**1. Cap & Gown: \$22.00 is due on or before March 1<sup>st</sup>. Cap & Gown will be distributed at the end of May.** Cash or checks are accepted. Checks should be made payable to School 16 PTA. You may also pay by credit card on our online store at [school16pta.memberhub.com/store](http://school16pta.memberhub.com/store). Click on Cap & Gown. There is a small convenience fee.

**2. Yearbook: \$25.00 is due on or before March 1<sup>st</sup>.** Yearbook flyers will be handed out to all Homeroom Teachers. Please use the yearbook flyer for payment. Cash or checks are accepted. Checks should be made payable to School 16 PTA. Yearbook flyers will have the information for you to pay by credit card through the Lifetouch Website.

**Homeroom Teachers will collect the dues and forward them to the School 16 PTA.** All money is to be handed in to the **School 16 PTA** on or before the due dates.

If you have any questions or concerns please reach out to your child's teacher or the School 16 PTA at [school16pta@gmail.com](mailto:school16pta@gmail.com).

Thank you and we are looking forward to celebrating this wonderful milestone with your child!

Sincerely,

School 16 Middle School Staff & School 16 PTA

**Cap & Gown due March 1, 2023**

**Amount Due: \$22**

Student Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_

*DC-V*  
2.3.2023