



PHS Class of 2024 - Time Line

Registration/Transcripts

- **Now** - Full Legal Names need to be checked/verified in Skyward to ensure the correct information is used for your diploma orders and what prints to colleges for transcripts. You will need to request transcripts at various times through the year. Guidance on how to do this is on the back page.
Transcript link: <https://phs.pullmanschools.org/cms/One.aspx?portalId=7765095&pageId=8090005>

Senior Class Meetings, Senior Class Google Classroom, Parent Square

All Senior Class Meetings are subject to change. They will be held during Hound Time.

Tentative dates are as follows: **10/27, 12/1, 2/23 (class picture for yearbook), 3/1, 4/19, and 5/10.**

Current information can be found on Parent Square and Senior Class Google Classroom: **code 2s7lgb5**

Senior Of The Month

- **Now** - Boosters are accepting applications for SOTM Presented by Gesa Credit Union and the Pullman Chamber of Commerce, please apply! This award comes with a \$100 cash and recognition in the Community Update. To apply: <http://pullmanhighboosters.org/senior-2024> **Closes: Jan 31, 2024.**

Class of 2024 Senior T-Shirt

- **9/11** - Interested in entering artwork for the t-shirt design for the Class of 2024 Senior T-shirt? Entries are due to Mrs. Komp by September 11th.
- **9/12-9/15** - Voting on Google Classroom September 12-15.
- **9/29** - Deadline to buy T-shirt (\$5). Can be paid to the PHS Senior Party Committee or Mrs. Komp.

Senior Painting

- **10/25** - Idea submission for the Senior Painting due to Mrs. Komp by October 25th.
- **10/27-10/31** - Voting on Google Classroom October 27-31.

Senior Class Meeting for Cap, Gown, and Announcements

- **10/27** - Senior Class meeting on October 27th. Herf Jones representative will be at the meeting to discuss cap, gown, and announcement orders.
- **11/15** - Orders for caps, gowns, announcements and gear are due to Herf Jones.

Senior Photos, Baby Pictures, and Yearbook Ads

- **11/15** - Deadline to turn in senior photos and baby pictures for the yearbook is November 15th. November 15th is also the last day for parents wishing to purchase an ad for the yearbook.

Senior Poster, Senior Yard Sign, and Senior Party

- **Dec 2023** - Look for information about the Senior Poster in December 2023.
- **Feb 2024** - Look for information about the Senior Yard Sign in February 2024.
- **4/29-5/31** - Senior Party Registration \$40
- **6/3-6/7** - Senior Party Late Registration \$45 • **6/8** - Senior Party cost at the door \$50

Awards, Senior Breakfast, Walk of Fame, and Graduation Rehearsal

- **6/? TBD** - Academic Awards (To be determined usually the week of graduation)
- **6/7** - Senior Breakfast, Walk of Fame, Graduation Rehearsal - June 7th from approx. 8-12pm
- **6/8** - 2024 PHS Graduation June 8th followed by the Senior Party at Zeppoz.

Who To Contact For Additional Information:

- Yearbook: Melissa Mayer - mmayer@psd267.org
- Diploma/Transcripts: Edie Talbot - etalbot@psd267.org
- Senior Advisor: Sherree Komp - skomp@psd267.org
- Senior T-shirts/Party/Poster/Yard Sign: PHS Senior Party - pullmanhighseniorparty@gmail.com

Senior Class Transcript Process

<https://phs.pullmanschools.org/cms/One.aspx?portalId=7765095&pageId=8090005>

Transcript requests are usually required by colleges three times during your senior year.

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| 1 st | Initial college applications in the fall. |
| 2 nd | When grades are completed for Semester 1 (7 th term report) |
| 3 rd | Final Transcripts at end of June sent to the school you are attending. |

It is your role to do the following regarding the transcript process:

- Ensure you submit a transcript request in a timely manner to meet application deadlines.
- Ensure request includes accurate and complete destination information (addresses, emails, fax numbers, method, etc.)
- Verify colleges have received your transcript AND updated your admissions file. In most cases, you will be able to do so through the applicant portal on the school's website. If there is an issue, contact the college admissions office.
- You will need to submit transcript request forms for the first two timelines listed above. PHS will not automatically send transcripts based on your fall requests. You must update those requests at semester one.
- For your final transcript request (usually submitted in May) you can email Mrs. Wenger which school you have chosen to attend and she will add that transcript to her year-end processing list. You can also turn in a third request form if you prefer.

Please pay attention to EACH college's instructions for sending transcripts. You may simply need to have your guidance counselor attach it to your School Report in the Common Application or Coalition Application, or it may need to be sent individually via postal mail, email, fax or you may need to do a combination of both. Most colleges may let you upload an unofficial copy to your file, but all schools will REQUIRE you to have an official copy (signed, stamped, sealed) sent directly from PHS.

Pullman High School typically completes and sends transcript requests within two school days, except for end of semester requests.

- Semester 1 – One week after term ends
- Semester 2 - Final Transcripts will be processed immediately after year end grades are completed, usually two weeks AFTER graduation.

Diplomas, graduation program, a copy of the final transcript and select records will be picked up in person by graduates at the END of June. This timeline is necessary as we need complete grades to academically clear each senior and issue final transcripts.

These final documents will not be released to graduates who have fines. Additionally, transcripts sent to colleges will be stamped unofficial until fines are paid.

Transcript Request Process

There are no fees for this service.

The transcript request form can be mailed, emailed or handed in to the Pullman High School Registrar. Hardcopies are available across from the Registrar's window.

MAILING FORM: Pullman High School Registrar
Edie Talbot
510 NW Greyhound Way
Pullman, WA 99163

EMAILING FORM OR REQUEST: etalbot@psd267.org

*****In order to fill out the form and submit it digitally, you MUST FIRST DOWNLOAD it to the pdf reader of your choice*****

If you are unable to email this pdf fillable form, we can process your request with an email but it must include the following details:

- Full legal name at the time of attendance at Pullman High School
- Graduation Year or last year attending PHS or Pullman School District
- Date of Birth
- Full name and mailing address for where you need the transcript sent
- Instructions for faxing or emailing must have complete fax numbers or email addresses

Requests will usually be processed/sent in two school days.