

4he Education Alliance
2025 Northwest Arkansas Home School Graduation

Venue: TBA – Northwest Arkansas

Graduation Ceremony: Saturday, May 3, 2025, 4:00 p.m.

Mandatory Rehearsal: Saturday, May 3, 2025, 1:30 - 3:00 p.m.

This packet contains numerous amount of instructions and information.

Please use the following checklist to make sure you have sent all of the required material to The Education Alliance by the appropriate deadlines! Most communication is through e-mail. Please make sure you check it often during registration through the graduation!

Thank you for your compliance!

	DEADLINE	COMPLETED
1. <u>MANDATORY ITEMS:</u>		
Early Bird Registration Form & Payment	February 15	<input type="checkbox"/>
OR	OR	OR
Registration Form & Payment	March 15	<input type="checkbox"/>
Transcript	March 15	<input type="checkbox"/>
2 Photos of Graduate	March 15	<input type="checkbox"/>
Biographical Information Sheet	March 15	<input type="checkbox"/>
Copy of Notice of Intent 2024-2025	March 15	<input type="checkbox"/>
2. <u>OPTIONAL ITEMS:</u>		
Extra Tassel(s) ordered and paid for	March 15	<input type="checkbox"/>
Honor Graduate Application submitted	March 15	<input type="checkbox"/>
Honor Graduate Sash ordered and paid for	March 15	<input type="checkbox"/>
Graduate Invocation/Benediction		
Or Musical Performances submitted	March 15	<input type="checkbox"/>
Community Service Award Application	March 15	<input type="checkbox"/>
Photos (2) of Graduate submitted	March 15	<input type="checkbox"/>
Graduation Program Ad submitted	March 25	<input type="checkbox"/>

Questions?

Contact The Education Alliance at.....

Mailing Address:	414 S. Pulaski Street, Suite 9, Little Rock, AR 72201
Phone:	501-978-5503
Fax:	501-375-7040
Email:	<u>lisa@arkansashomeschool.org</u>

2025 Northwest Home School Graduation Information Packet

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I. PRE-GRADUATION REQUIREMENTS AND PREPARATION

a. GRADUATE PARTICIPANT REQUIREMENTS:

In order to receive a diploma from The Education Alliance:

1. The student must be an Arkansas home school student and must be at least 16 years of age when they graduate, but not be older than 19 years of age at the beginning of the school year in which they graduate.
2. The graduate must be a current registered home school student and must provide a copy of their Notice of Intent to Home School along with all other required paperwork for graduation.
3. The graduate must have taken at least four courses within the last nine months as a home school student.
4. The student must have earned a minimum of *18 high school credits* (9th through 12th grade) in academic subjects. The credits must be high school courses not junior high courses.
5. Only current year seniors may participate in the ceremony.

If the graduate's parent believes that an exception needs to be made in their specific case, they must write out the reason(s) why and submit it to the steering committee. The steering committee will then determine whether or not an exception will be granted.

b. DIPLOMA:

Graduates will receive a diploma from The Education Alliance. They are (9 x 7) and come with a navy cover. There will be a space on the diploma for the signature of the home school parent(s).

Based on extenuating circumstances, The Education Alliance, reserves the right to deny a diploma to any applicant.

See section titled above "Graduate Participant Requirements", for specific requirements that must be met in order to receive a diploma from The Education Alliance. Please call Education Alliance at 501-978-5503 if you have questions.

c. TRANSCRIPT:

Education Alliance has received questions from colleges and potential employers about our prior graduates and we need information in our files about each graduate's education. Therefore, each graduate must submit a transcript in order to receive a diploma. A transcript consists of all the courses that the graduate completed during 9th through 12th grades. Beside each class, list the letter grade that was earned each semester.

An official transcript will be kept by Education Alliance on your student. You will be given one copy the day of graduation. If additional copies are needed, you will need to go online at <https://arkansashomeschool.org/> and make a request. Due to the high volume during graduation time, it might take longer to prepare the transcript. Please allow 3 to 4 weeks if additional copies are needed. Clearly mark the specific date the transcript is needed by if needed sooner.

The transcript should reflect only 9th through 12th grade courses. (Some 9th grade

courses like Algebra I may be taken in the 8th grade, but it is still a 9th grade course.) To be eligible to graduate, the student must have earned a minimum of *18 high school credits* (9th through 12th grade) in academic subjects. The credits must be high school courses not junior high courses.

Please be advised that just because the student has earned enough credits to graduate from high school, he or she may NOT have all of the credits needed to gain **unconditional admission** to a college or university. Also, the student may NOT have the necessary credits to obtain a scholarship or other financial aid.

To obtain unconditional admission to a state supported college or university in Arkansas the high school student must have earned the following credits:

English – Four units with emphasis on writing skills, not to include courses in oral communications, journalism, drama or debate.

Natural Science – Three units, with laboratories, chosen from Physical Science, Biology, Chemistry, or Physics. Only one unit may come from a Life Science.

Mathematics – Four units, including Algebra I and II, Geometry, and an advanced math course.

Social Studies – Three units, including one of American History (does not include Contemporary American History), one of World History (not to include World Cultures, World Geography, or Global Studies), and at least one-half unit of Civics or American Government not to include courses in practical arts.)

These requirements frequently change. Updated requirements can be found on the Department of Higher Education website. See <https://www.adhe.edu/>

Please check with the college or university where the student is interested in attending to determine their specific requirements for admission and/or for scholarships and financial aid. Also, please be aware that more scholarships and financial aid are available for students immediately after their high school graduation. Please check with the college or university where the student is interested in attending to determine whether it is advisable for the student to graduate early and wait a year before starting college.

Please submit the transcript (*9th through 1st semester of 12th grades*) to Education Alliance by **March 15**. Students will **NOT** receive a diploma until a transcript is submitted to Education Alliance as well as a copy of the current year's Notice of Intent to Home School form. If the graduate has not completed his/her work for the spring semester, include a list of the classes that are currently being taken and indicate that no final grade has been determined. If you have questions, please call us at (501) 978-5503 or e-mail us at lisa@arkansashomeschool.org

d. REGISTRATION AND FEE INFORMATION:

If you did not register online, please return the Registration form found in the back of this packet. This must be filled out completely and submitted to Education Alliance by the deadline stated. The form may

be e-mailed or faxed, but your student is not considered “registered” until payment is received.

e. APPAREL:

Graduates will wear caps and gowns. The cost of the cap, gown and one tassel are included in the registration fee. The cap and gown are navy in color and are cloth, not paper or vinyl. The tassel is navy and old gold. The caps and gowns will be shipped by the U.S. Postal Service to each graduate approximately one month after the registration deadline and is theirs to keep.

No alterations or bedazzling is allowed to the cap and gown. Please keep in mind gowns are to hang between the knee and ankle. Do not hem them. It is important we receive the correct height and weight of student to determine the correct size of the gown.

Underneath the gown, boys are to wear a solid dress shirt with a tie, dark slacks (no jeans) and casual or dress shoes (no tennis shoes, flip flops, or sandals). Girls are to wear an *appropriate* dress or blouse, dress pants/skirt with dress shoes (no jeans, tennis shoes or flip flops). Students are not allowed to alter, change, or add to the cap and gown unless approved by the Education Alliance. No other cords may be worn other than the National Home School Honor Society, Eta Sigma Alpha that Education Alliance is affiliated with.

Additional tassels may be ordered for \$10 each and **will be distributed at the rehearsal.**

II. THE DAY OF GRADUATION AND CEREMONY INFORMATION

a. REHEARSAL:

Every graduate must attend rehearsal! This will be the **only** chance you will have to walk through the ceremony with the other graduates. It is very important that you are on time and attend practice. The graduates will rehearse the procedures for graduation. It is important for each graduate to know who they follow, if they lead, where to sit, when to cross the stage, etc. **Rehearsal will start promptly at 1:30 p.m. Please be on time.** **We suggest arriving early to pick up the student packet and find their assigned seat.**

b. SEATING RESERVATIONS:

Seating is open to all on a first come, first serve basis. **Education Alliance staff does not get involved in the reserving of seats.** However, we would like to offer some suggestions. Please recognize that parents of graduates would like to sit in the front sections closer to their graduate. If you have a large group attending, we ask that you be respectful, kind and considerate in your seating arrangements and consider splitting up your group by placing extended family and friends behind the front sections thus allowing space for all parents to sit near their graduate in the front. Thank you for your cooperation.

c. THE CEREMONY:

The graduation ceremony will begin at **4:00 p.m.** with a processional by the graduates. The length of the ceremony will depend on the number of graduates, but the goal is **no more than 2 hours.** The final program has not been determined, but the plans include having a graduate performance, invocation and benediction, awarding of diplomas,

photos of each graduate and recognition of scholarships and honors. Each of those areas will be discussed separately.

d. MUSICAL PERFORMANCES:

Some graduates are interested in singing, playing a musical instrument, or some other type of musical performance. If you are interested, please indicate your interest on the registration form. **Songs must be an original. Just by indicating you would like to perform, does not mean you will be performing. You will receive confirmation of your performance if chosen by our committee.**

Please submit your musical performance by **March 15**. You can e-mail it to lisa@arkansashomeschool.org OR you can send it by regular mail to 414 S. Pulaski St, Suite 9, Little Rock, AR 72201. If you are interested in some type of musical performance, please send us the name of the selection and a YouTube link, DVD, or CD of any prior performance. **Once again, this does not guarantee you will be speaking or performing.** Chosen participants will be contacted in advance.

If you are selected as a graduation speaker or performer, you will be required to attend a special rehearsal at 1:15 p.m. on the day of graduation.

e. INVOCATION AND BENEDICTION:

Graduates will be giving the invocation and the benediction during the graduation ceremony. If you are interested in being selected to give the invocation or benediction please indicate your interest on the registration form. Please send us a draft of your invocation or benediction by **March 15**. You can e-mail the draft to lisa@arkansashomeschool.org OR you can send it by regular mail to 414 S. Pulaski St, Suite 9, Little Rock, AR 72201, OR fax it to (501) 375-7040.

Each graduate who submits a draft by the **March 15** deadline will be notified whether he/she has been selected. **If you are selected to give the invocation or benediction, you will be required to attend a special rehearsal at 1:15 p.m. on the day of graduation.** You will be given the opportunity during this special rehearsal to make sure you are comfortable with the microphone, the stage and all of the surroundings.

f. AWARDING OF DIPLOMAS:

As each graduate crosses the stage to receive his/her diploma, the biographical information will be read. Attached to this packet is a **Biographical Information Sheet** that needs to be *completed* and *returned* to Education Alliance by **March 15**.

g. POWER POINT PRESENTATION/PHOTOS OF GRADUATES:

In addition to the biographical information, **2 photos** of the graduate will be used in several power point presentations that are shown during the ceremony. **Submit by March 15!**

The 2 photos should be: (please read carefully)

1. **Photo of graduate from birth** – 7 years old, preferably a baby photo.
2. **Photo of graduate that is recent (within the past 12 months) such as a graduate portrait in a natural setting.** This does not have to be cap and gown. You will not receive your cap and gown in a timely manner to use in a photo of the graduate.

The guidelines for photo submission are:

- The photos can be color or black and white.
- Please ***do not*** send Selfie/Facebook enhanced photos.
- The Senior Picture will be used when the graduate walks across the stage to receive their diploma.
- Submit appropriate photos
- If you have photographs that you want to mail in, the size does not matter. They will be scanned and then transferred into a power point program. **Put the graduate's name and age on the back of the picture.** Graduate photos will be returned at rehearsal.
- ***(This is the best option)*** digital/scanned photographs. If scanned, please save them as a **j-peg file** and send them by e-mail to Lisa@arkansashomeschool.org The picture looks better if you use a “higher the resolution”.

IMPORTANT PHOTO INFORMATION:

If you choose to send your graduate's photos digitally, put the graduate's name in the file name and an indication of the age when the photo was taken.

The Education Alliance Office and the graduation venues reserve the right to reject any photograph that they may deem to be inappropriate. Please think of others when you select your photographs and do not include photos that might be offensive to others either due to ***content or modesty***, for example.

The deadline for submitting photos is March 15. Because Education Alliance is out-sourcing the compilation of the power points used during the ceremony, any photo submitted after that date will not be guaranteed inclusion. **It is important to make arrangements for your child's senior picture to be made in time to submit to The Education Alliance before the deadline of March 15.**

h. SCHOLARSHIP RECOGNITION:

After all students have received their diplomas, Education Alliance allows time in the ceremony to recognize those graduates who have been offered scholarships to colleges. Please submit all individual scholarship offers (grand total for 4 years) made to your graduate on the biographical information sheet or as soon as you learn of received scholarships. You may also update your information by sending an email to lisa@arkansashomeschool.org The Education Alliance policy is that any other individual awards or presentations, such as military appointments, are subject to approval for inclusion in the ceremony.

i. HONOR GRADUATE RECOGNITIONS:

We would like to recognize those home school graduates who have excelled academically and should be named honor graduates. Education Alliance is a member of the National Home School Honor Society, Eta Sigma Alpha. If a graduate is a member of that honor society, Education Alliance will recognize that membership and allow them to be listed as an honor graduate. If you are not a member, but would like to become a member of Eta Sigma Alpha, please go to our website for an application. **Guidelines for qualifying are set by the Home School Honor Society. You must meet these guidelines to be eligible for a sash.**

If you choose not be a member of the honor society, you can still qualify as an honor graduate. You must have earned at least a 3.5 grade point average on a 4.0 scale during grades 9 to 12, and have scored well on the ACT or SAT, which are nationally-normed standardized achievement tests. Please send The Education Alliance the following:

- Transcript
- Recent copy (within the last 12 months) of the student’s test scores from a nationally normed standardized achievement test. **ONLY ONE** test is required. The student’s score must meet the following minimums.
 - SAT 1200
 - ACT composite score of at least 26
 - Pre-ACT 10 score of at least 26
 - PSAT score of at least - 1200
 - PSAT 10 score - 1170
 - PSAT 8 score of – 1020
 - PSAT 9 score of - 1090
 - Iowa (ITBS) – 90% composite score
 - Stanford Achievement 90% composite score
 - CLT – 88
 - CLT 10 – 91
 - CLT 8/9 - TBA
 - Terra Nova 2 (CAT^)^ 2nd Ed – 90% composite score

Education Alliance does NOT superscore ACT scores for determining honor graduates.

If you qualify as an honor graduate, you will be allowed to wear a gold sash with your cap and gown. You must file an Application for Honor Society. The **Application is \$30.00, Honor Society Sash \$20** and will be yours to keep. If you need to order the gold sash please send in the money with your registration fee and indicated already a member.

j. COMMUNITY SERVICE AWARD:

Education Alliance presents a community service award to a deserving graduate each year. Many home school students invest a lot of their time volunteering in their churches/local community. Remember an emphasis on “**COMMUNITY**” We want to recognize a deserving outstanding senior who has given a lot of their time and talents in serving others.

If your graduate wants to be considered for this award, he/she should complete the Community Service Award Application and submit it to the Education Alliance Office no

later than **March 15**. Members of the Education Alliance Steering Committee will review the applications and make their selection.

III. OPTIONAL ITEMS

a. PHOTOGRAPHER/CAMERAS/PICTURES/VIDEO TAPING:

Cameras and video recorders are allowed in the auditorium. Photos can be taken before, during, and after graduation.

A photographer will attend the graduation and take pictures at the moment each graduate receives his/her diploma. The photographer will also be available to take a posed portrait of the graduate immediately prior to rehearsal. (TBA)

b. CLASS RINGS AND INVITATIONS:

Education Alliance does not provide invitations for the graduation ceremony. If you want to purchase invitations or other “senior class” items please contact Jostens (***directly***) at www.jostens.com This is OPTIONAL! Shutterfly, Walgreens, Walmart, CVS, Office Depot and other such stores provide invitations. Walmart and local jewelry stores sale Senior Rings.

You may also purchase announcements and invitations from HSLDA.org. The proceeds from these purchases go into a fund to help widowed and single-parent home school families purchase home school curriculum.

c. CONGRATULATION GRADUATE AD IN PROGRAM

Place an ad in the graduation program to congratulate your graduate on their academic achievement. We have 3 types of Ads for you to choose from - Music style, Athletic style, and Graduate style. Please see the attached order form for more details.

IV. ADDITIONAL INFORMATION

a. DIRECTIONS:

TBA

NORTHWEST BIOGRAPHICAL INFORMATION SHEET

Deadline for submission: March 15, 2025

Mailing address: The Education Alliance
414 S. Pulaski St, Suite 9
Little Rock, AR 72201

E-mail the information to lisa@arkansashomeschool.org
Or fax to (501) 375-7040

Graduate's Full Name: _____

A. Interests/Hobbies/Activities:

Due to the growing number of graduates, we will have to limit the amount of biographical information that will be read about each graduate as they walk across the stage to receive their diploma. Ideas for inclusion are: Special Interests, such as, sports, piano, working on computers. Church membership, club membership, (example 4H), favorite volunteer ministry or activity, special awards because of your participation in a club or activity, etc.

Please write two or three ***short/brief sentences*** about yourself that would include those interests/hobbies/activities that are most important to you.

1.

2.

3.

B. Future Plans:

1. Are you attending college? If so which one?
2. If not attending college, what are your plans for next year?
3. What are your ultimate career goals?

C. Scholarships: Use back of sheet for additional space

Be sure to include the \$ amount of the scholarships. Scholarships will be announced during the graduation ceremony. If you receive additional scholarships after this biographical information sheet is submitted, you may update your info by sending an e-mail to lisa@arkansashomeschool.org (*Please send any update as soon as possible*).

NORTHWEST COMMUNITY SERVICE AWARD APPLICATION

If interested in applying, please return by March 15, 2025

Mailing address: The Education Alliance
414 S. Pulaski St, Suite 9
Little Rock, AR 72201

E-mail the information to lisa@arkansashomeschool.org
Or fax to (501) 375-7040

Graduate's Full Name: _____

Community service information needed for Grades 9 through 12:

- List all of the volunteer service activities (including service in your church).
- Include the date(s) of service and the average number of hours spent per week. Please be precise in total hours! You must give total number of weeks and total number of hours. **(Example: 20 weeks x 4 hours = 80 hours)**.
- If it was a one-time project/activity, include the total number of hours spent and designate as a one-time project.

2025 Northwest Home School Graduation Registration Form

(Please PRINT legibly)

CONTACT INFORMATION:

Graduate's Full Name: _____

Graduate's Address: _____

City/State: _____ Zip: _____

Home Phone Number: (____) _____ Parent Cell Phone Number: (____) _____

Parent Email for Receiving Confirmation/Notification: _____

DIPLOMA and PROGRAM INFORMATION:

Graduate's Full Name (as is should appear on the diploma): _____

Parent's Names (as they should appear on the diploma – we will print **EXACTLY** as you list the names)

Examples: Mr. & Mrs. OR Mr. and Mrs. OR John and Mary Doe OR John Doe, Mary Doe

Other step-parents or non-custodial parents that should be listed on the diploma and program: _____

CAP AND GOWN/ CEREMONY INFORMATION:

Graduate's Date of Birth: Month: _____ Day: _____ Year: _____

Graduate's Height and Weight: Height: _____ Weight: _____ (**needed for gown size**)

Graduate's Gender: Male: _____ Female: _____

Graduation Prayer interest? Yes: _____ No: _____ Performance interest? Yes: _____ No: _____

Honor graduate interest? (**Must submit Honor Society Application**) Yes: _____ No: _____

REGISTRATION FEE (Indicate which one you qualify for):

Early Registration Fee Postmarked ON or BEFORE February 15, 2025 \$99 _____

Registration Fee Postmarked ON or BEFORE March 15, 2025 \$120 _____

TOTAL: _____

OPTIONAL PURCHASES:

(*Student must meet requirements set by Eta Sigma Alpha National Honor Society to qualify)

*Honor Society Application Yes: _____ \$30.00 = _____

*Honor Society Sash Yes: _____ \$20.00 = _____

EXTRA Tassel(s) Yes: _____ _____ x \$10.00 = _____

TOTAL: _____

PAYMENT TOTAL AND PAYMENT TYPE:

GRAND TOTALS: _____

CHECK: Make checks payable to The Education Alliance (**Memo: Graduation**) Check # _____

CREDIT CARD: MC _____ VISA _____ DISC _____ # _____

Expiration Date: _____ CCV# _____

Name as it appears on the card: _____

Billing Address for card: _____

Mailing address: The Education Alliance, 414 S. Pulaski St, Ste. 9, Little Rock, AR 72201

Phone: 501-978-5503

lisa@arkansashomeschool.org

Northwest Graduation Payment Installments

This year you have the option of paying your Graduation Registration in (3) installments. We understand that the expense is sometimes difficult on families and might prevent a family from participating in our graduation.

Early Bird registration deadline is February 15 and cost **\$99.00**; after that date the cost is **\$120.00**. We would like to allow you the opportunity to make 3 installments, in 3 consecutive months and before the deadline.

– Yes, I would like to take advantage of paying for Graduation in 3 installments and to be paid in full by the graduation deadline of March 15, 2025, by using my credit card.

– Yes, I would like to take advantage of paying for Graduation in 3 installments and to be paid in full by the graduation deadline of March 15, 2025, by mailing 3 checks.

Student name: _____

Parent name: _____

(1) Payment of \$_____ to be ran on my credit card on the given date_____.

(2) Payment of \$_____ to be ran the following month on my credit card on the given date_____.

(3) Payment of \$_____ to be ran the following month on my credit card on the given date_____.

Name on Credit Card: _____

Credit Card Number: _____

Credit Card: VISA MC DISCOVER AMERICAN EXPRESS

Exp. Date:_____ 3-digit CCV#_____ (on back of card)

Telephone: _____

Billing Address:

Grand Total \$ _____ (MUST BE PAID IN FULL BY MARCH 15, 2025)

Office Use only

Paid in full on _____ FC Main # _____

NORTHWEST – GRADUATION PROGRAM AD ORDER FORM

Due to Education Alliance by March 25, 2025

To place an ad in the graduation program congratulating and wishing your student well on their next journey, please follow the instructions below. Each ad layout style has three sizes to choose from. Please return form and photo to:

The Education Alliance | 414 S. Pulaski Street, Ste 9 | Little Rock, AR 72201

Please check which ad size you would like to purchase. (See samples on back)

Full Page ad (4.5" x 7.5") Half Page ad (4.5" x 3.5") 1/4 Page ad (2" x 3.5")
420 Character* - \$60.00 **290** Characters* - \$40.00 No Message - \$20.00

**Includes Spaces and Punctuation*

Please check which style of ad you would like. (See samples on following page, style subject to change)

Graduate Music Athletic

Graduating Student's Name _____

Purchasing Information:

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Alternate Phone _____

Payment Information:

Payment Information: MasterCard Visa Discover Check Check # _____

Card # _____

Exp Date _____ CCV (3 digit # on back of card) _____

Graduation Ad Text – (*If you have too many characters, your Ad will be returned*)

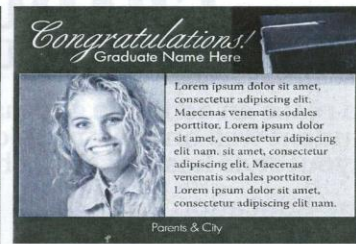
Full Page or half page ads of any style contain words of encouragement to your student. Please limit full page ads to **420 characters and half page ads to 290 characters** (both ads including punctuation and spaces). Please write clearly and legibly below or on a separate sheet of paper. You may also email the text to: lisa@arkansashomeschool.org (Please include graduate name on email and a digital photo).

MESSAGE:

From: Name of the well-wishes to be printed in the Graduation AD message _____

Graduate Style

Show your graduate how proud you are with words of encouragement and displaying their senior photo in a graduate style ad. Each ad shows off your student as an official graduate for all to see.



Music Style

If your graduate has a passion for music, make it known. Music takes dedication, hard work and skill and graduates can be recognized for their diligence.



Athletic Style

How many hours have you spent in the bleachers cheering on your graduate or simply watching them practice? Though its generic your student will love seeing how you see them - as a super star!

